



REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGER AT RISK (CMR) / GENERAL CONTRACTOR (CM/GC)

LIBERTY COUNTY PUBLIC SAFETY CENTER



Liberty County Board of Commissioners
112 North Main Street,
Courthouse Annex, Room 2200
Hinesville, Ga 31313

Liberty County Board of Commissioners

REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGER AT RISK (CMR)/GENERAL CONTRACTOR (CM/GC) Liberty County Public Safety Center

SUMMARY OF RFQ

The Liberty County Board of Commissioners have issued a Request for Qualifications (RFQ) to obtain the services of a licensed General Contractor to assist the County in developing the new Liberty County Public Safety Center in a Construction Manager at Risk delivery method.

The Liberty County Jail is currently located at 180 Paul Sikes Dr, Hinesville, GA 31313. The goal is to design and construct a New Public Safety Center for the Liberty County Sheriff's Office to replace the existing forementioned facility. The construction site is located on the same site as the existing facility.

INSTRUCTIONS:

The RFQ package should be clearly marked with a return address on its face and submitted by **February 13, 2026, by 12:00 p.m. (noon), Eastern Standard Time** to the address below. Please submit two printed copies and one electronic copy (USB) of your RFQ package to:

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Liberty County Board of Commissioners
112 North Main Street,
Courthouse Annex, Room 2200,
Hinesville, Georgia 31313
RFQ – CONSTRUCTION MANAGER AT RISK
Liberty County Public Safety Center

All questions regarding this RFQ shall be directed to LaMeisha Hunter, AICP, Assistant County Administrator, at lameisha.hunter@libertycountyga.gov or 912.876.2221.

1.1 INTRODUCTION

The Liberty County Board of Commissioners and the Liberty County Sheriff's Office are seeking qualified Construction Management Firms to construct a New Public Safety Center to replace the existing detention facility. The project construction site is tentatively planned to be constructed adjacent to the existing facility located at 180 Paul Sikes Dr, Hinesville, GA 31313. The new facility is to be constructed completely prior to any demolition or raze of the existing facility. Construction shall not impact the existing facility or sheriff's office operation during construction. The owner will be Liberty County Board of Commissioners, Georgia.

At the time of this Request for Qualifications (RFQ), the architect has not been selected for the project. It is the owner's intent that the Construction Manager At Risk will assist the owner in selection of a qualified detention and security facility firm, which will be contracted with by the owner.

1.2 REASON FOR SOLICITATION

The Liberty County Board of Commissioners will construct a New Public Safety Center for the Liberty County Sheriff's Office. The project is expected to be approximately 120,000 square feet in area and contain inmate housing for approximately 550 beds, with housing expandable for future needs. The County seeks the services of a Construction Manager at Risk (CMR)/Construction Manager/General Contractor (CM/GC) firm to manage the construction, provide technical review during the pre-construction period, provide cost estimates at the design milestones of the project, and provide value engineering assistance during the project. The CMR/(CM/GC) will assume responsibility for project construction cost, provide detailed pricing for all subcontractors including multiple bids for defined major subcontractors and, ultimately, provide a Guaranteed Maximum Price (GMP) for the overall Project. The GMP will be a contractual obligation. The CMR/(CM/GC) will also develop an overall final project schedule, which will be a contractual obligation. In addition, the CMR/(CM/GC) will be responsible for methods of construction, safety, and the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its established budget and schedule.

1.3 PROJECT SCOPE

The CMR/(CM/GC) scope of work shall consist of working closely with the Liberty County Design Team to provide pre-construction services including detailed cost estimates and construction recommendations to facilitate further prioritization, refinement, and development of the design of the project. The final improvements shall be determined as the design progresses based on information generated by the Liberty County Design Team and CMR to establish a Total Project Budget. The Total Project Budget includes all construction costs, owner costs, FF&E, third party consultants, and all other efforts to complete the Public Safety Center. Lower priority items may be identified and itemized for consideration to ensure the project is awarded within the established construction budget.

The CMR/(CM/GC) will be responsible for pricing the Schematic Design and Design Development plans, value engineering, and maintainability and constructability issues throughout the design process. When the design documents for the project have been developed in sufficient detail, the CMR/(CM/GC), with the support and assistance of the Liberty County Design Team, will develop and commit to a Guaranteed Maximum Price (GMP) for all construction and site development.

CM PRECONSTRUCTION PHASE

It is the County's desire that the CMR/(CM/GC) work closely with the Liberty County Design Team in a team-like manner to provide the optimum quality and value for the project. Therefore, the CMR/(CM/GC) shall work closely with the County and the Liberty County Design Team to ensure that the project is designed to provide the highest possible value within the established construction budget.

Tasks required include, but are not limited to:

- i. Review Schematic Designs (SDs) and Design Development (DDs) plans and provide technical input and guidance on means and methods of construction, materials, details, projected costs, and proposed alternatives.
- ii. Provide detailed construction cost estimate of the SDs and DDs plans, working with the Liberty County Design Team to ensure the project will be completed within the established construction budget.
- iii. Provide analysis of different construction methods in major trade groups as appropriate for quality, cost, and schedule enhancements.
- iv. Perform constructability reviews throughout the design process to ensure methods of construction conform to traditional construction methods resulting in the greatest value and most feasible options for the County.
- v. Provide value engineering possibilities for the County's consideration.
- vi. Work with the Liberty County Design Team to determine the feasibility of phasing or the issuance of early site packages, or County procurement/storage of materials, if needed to meet the Project schedule.
- vii. When the design documents have been developed in sufficient detail, provide detailed pricing for all trades, including a certain number of multiple bids for defined major trades, and, ultimately, a Guaranteed Maximum Price (GMP) for the project.
- viii. Develop requirements and process documentation to ensure safety, quality assurance and schedule adherence.
- ix. Identify and track the status of possible value engineering options.
- x. Develop a Critical Path Method (CPM) master schedule to include all pre-construction and construction-related activities required of the team for the CMR/(CM/GC) to meet the Project goals, as well as methods and sequencing of construction.

CM BIDDING AND AWARD PHASE

Tasks required include, but are not limited to:

- i. Arrange bid packages and provide them to the County for review and approval.
- ii. Bid out early construction packages, as required.
- iii. Develop a scope checklist to ensure clarity of scope included in each package.
- iv. Develop requirements to ensure cost and quality control during construction.
- v. Provide a provisional CPM schedule for issuance with bid packages.
- vi. Determine bidders with input from County, Sheriff's Office, and Liberty County Design Team. Any self-performed work should be identified and approved by the County.
- vii. Schedule and conduct pre-bid conferences in conjunction with the Liberty County Design Team.
- viii. Advertise and distribute bidding documents and monitor bidder interest.
- ix. Review and analyze bids with Design Team. Coordinate scoping review meetings with Design Team for most-responsive bidders.
- x. Issue Contracts and/or Purchase Orders with Trade Contractors, Vendors, and Suppliers with respect to the approved bid packages.
- xi. Confirm all subcontractors and suppliers/vendors comply with State and County's requirements for licensing and insurance.
- xii. Submit Guaranteed Maximum Price (GMP) with full scope checklists and bid information.
- xiii. Develop a comprehensive submittal schedule, outlining required submittals and planned schedule to ensure ordering, fabrication, and delivery of materials and systems can be accomplished within the Project Schedule.

CM CONSTRUCTION PHASE

Tasks required include, but are not limited to:

- i. Assume responsibility for the construction of the project.
- ii. Maintain qualified and sufficient site management of the project.
- iii. Issue contracts, purchase orders or other appropriate procurement orders to subcontractors and vendors. Manage the work of subcontractors and vendors.
- iv. Develop, maintain, and update a detailed project schedule. Schedule and coordinate all work with subcontractors.
- v. Maintain records and submit monthly project reports to the Liberty County Design Team.
- vi. Identify and implement means and methods required for construction.
- vii. Implement and maintain a safety program including protection of the public from unauthorized entry into the site. Submit Site Specific Safety Plan before work begins along with Safety Orientation for all workers/visitors to the site and submit monthly Safety Updates.
- viii. Provide and maintain a document control platform system that can be accessed by all team members involved in the project.
- ix. Maintain a system for reviewing and processing submittals. Review all submittals for compliance with contract documents and submit to the Liberty County Design Team for review. Submit submittals within the required timeframe specified in the specifications.
- x. Maintain a system for reviewing and processing Requests of Information (RFI). Submit RFIs within the required timeframe specified by the design documents.
- xi. Maintain a system for review and approval of shop drawings.
- xii. Conduct regular OAC meetings to begin two weeks after receiving written Notice to Proceed and being held thereafter every two weeks until substantial/material completion of the project.
- xiii. Work and coordinate with County-provided vendors in their delivery and installation of their services.
- xiv. Coordinate construction efforts and final connections and approvals with utility service providers for the project.
- xv. Prepare and submit change order documentation for review by the Liberty County Design Team and the County.
- xvi. Schedule and coordinate all required inspections including, but not limited to: City required inspections, County required inspections, State required inspections, special inspections required by the International Building Code, and any other required third-party inspections.
- xvii. Coordinate any Owner-furnished, contractor-installed materials or systems, as required by the Contract Documents.

- xviii. Obtain Certificate of Occupancy and other relevant documents required for County to occupy and use the facility.
- xix. Provide close out activities including the assembly of warranties, guarantees, operations and maintenance manuals, Project directory including contact information for all subcontractors providing work at the Project, transfer of keys/rekeying, attic stock, training, and other close out documents and events.
- xx. Develop an initial Punchlist prior to Substantial Completion/Material Completion. Participate in the Punchlist process with the Liberty County Design Team.
- xxi. Prepare and maintain record documents and as-built drawings along with Redline drawings & permit stamped drawings on site. Transmit as-built drawings to the Liberty County Design Team and Owner at the completion of the project.
- xxii. Scheduling of testing, commissioning of equipment, County training and other inspections, documentation, and video of all commissioning activities.
- xxiii. At a minimum, unit rates of unsuitable soil removal, structural soil placement, and rock removal will be required as part of the executed contract.

WARRANTY PHASE

Tasks required include, but are not limited to:

- i. Ensure the timely completion of punch list items.
- ii. Coordinate, monitor and resolve all warranty issues to the satisfaction of the County during the warranty period. Contact subcontractors to ensure response to request for warranty work. Schedule and conduct a mid-year and 11-month warranty walk-through with the County. Twelve-month warranty will be required as part of the executed contract.

1.4 SCHEDULE OF EVENTS

See **Appendix A** for the detailed Schedule of Events.

1.5 SUBMISSION INSTRUCTIONS

Responses are limited to fifty (50) pages or less

1.5.1 Introduction – Establishing basic information.

- 1.5.1.1 Cover Letter – Indicating interest and identifying a point of contact
- 1.5.1.2 Firm Information – Including office locations, size, etc.
- 1.5.1.3 Organizational Chart – Showing team structure and personnel
- 1.5.1.4 Resumes – Resumes for key personnel

1.5.2 Qualifications (15 Page Limit) – Showing proof of understanding of scope of work and portfolio of past detention or correctional work completed (or in progress) from the past 5 years.

- 1.5.2.1** Joint venture(s) will be entertained. If a Joint Venture is proposed, percent distribution of effort by each firm must be included in the RFQ – **Appendix B.**
- 1.5.2.2** Capability of the firm to progress and complete the work, taking into consideration size of workforce, current workload, in-house staff capabilities and the like. At a minimum, responses should provide the following information:
 - 1.5.2.2.1** Provide proof of Georgia General Contractor license and Business License.
 - 1.5.2.2.2** Provide Summary of Firm history. Include founding date and years of continuous operation.
 - 1.5.2.2.3** Identify the primary point of contact for the overall administration of this project.
 - 1.5.2.2.4** Identify key team members available for this project including full-time superintendent and lead project manager. Team member replacement is not desired at any point during the solicitation process or project duration.
- 1.5.2.3** List qualifications of staff to be assigned to this project with identification of projects with Modular Steel Cells, similar to the County's new Public Safety Center.
- 1.5.2.4** List years in construction for staff to be assigned to this project.
- 1.5.2.5** Provide the office location for each listed team member.
- 1.5.2.6** Provide current Experience Modification Rate (EMR). If EMR is 1.2 or more, please explain.
- 1.5.2.7** **Provide AIA A305 - Contractor's Qualification Statement – Appendix H**

1.5.3 References and Relationships (10 Page Limit)

- 1.5.3.1** Five references from clients detailing level of prior satisfaction with in the last 5 years (at least three of the references shall be from clients with similar projects with Modular Steel Cells, similar to the County's new Public Safety Center).
- 1.5.3.2** Reference information should be provided as **Appendix G**
- 1.5.3.3** The County has provided a Standard Reference Form in **Appendix G** that can be used for the required information, if preferred.

Please provide accurate information and inform your references that Liberty County will follow up to perform reference checks. It will affect your scores if we are not able to contact your references, or they do not respond in time.

Liberty County will not serve as a reference, if your Firm worked with the County previously.

1.5.4 Experience (10 Page Limit)

- 1.5.4.1** Previous experience of the Firm with relevant and similar projects within the last 5 years. List awards or commendations, cost effective performance, timely completion, and demonstrated ability.
- 1.5.4.2** Experience on projects using the CMR/(CM/GC) delivery method.
- 1.5.4.3** Describe the Firm's understanding of the Open Book Contracting approach.
- 1.5.4.4** Describe your firm's approach to cost estimating, including some history of cost estimates versus actual bid amount, on five (5) completed projects. Provide project dates.

1.5.5 Litigation Record

Provide a comprehensive ten (10) year summary of the firm's litigation, arbitration, and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome.

1.5.6 Project Schedule

Provide an expected duration of the construction schedule from Start of Construction through Project Completion. It is understood by the owner that a designer and subsequent design schedule are unknown and not available until the CM is selected and assisting with the designer selection. See **Appendix B**.

1.5.7 Financial Stability

Company shall demonstrate their financial stability to supply, install and support the services via the Bonding and Insurance process.

1.5.8 Project Fee Structure

1.5.8.2 Firms must be able to provide an outline that demonstrates how their project fees are structured, to include but not limited to the following:

- 1.5.8.2.1 Ideal Percentage of Project Cost;
- 1.5.8.2.2 Explanation of Fixed Fees;
- 1.5.8.2.3 Direct Costs;
- 1.5.8.2.4 Soft Costs; and
- 1.5.8.2.5 Overhead (General Conditions)

1.5.9 Validity

No submission may be altered after the due date.

1.6 EVALUATION CRITERIA

The evaluation will be made on the following criteria:

Evaluation Criteria	Max Score
Relevant Project Experience	30
Financial Stability	10
Team Experience/Structure	10
Experience with CMR/CM/GC)	10
Schedule	10
References	10
Litigation	10
Project Fee Structure	5
Safety Experience/EMR	5
Total	100

The County reserves the right to interview top-scoring firms.

The Evaluation Committee members will each review the responses to the RFQ and provide a score for each Firm based on the Evaluation Criteria above. The Evaluation Committee will convene and summarize the points earned by each Firm and establish a list of Firms found by the Evaluation Committee to have submitted Responses which reflect the best understanding of the project along with the best qualifications and project history for executing the Work.

The Evaluation Committee will notify the Shortlisted Firms. Those Shortlisted Firms will be offered the opportunity to visit the site and submit questions. All Shortlisted Firms will be required to attend an interview with the Evaluation Committee. During the interviews, the Shortlisted Firms shall outline their Project Fee Structure in detail, which is included in the evaluation criteria. See **Appendix A** for additional date information.

Upon negotiation of an agreement, the selected Firm will be submitted to the Liberty County Commissioners for approval.

In the event the Board of Commissioners approves the selection, the County's intends to enter into a contractual agreement with the selected Firm.

1.7 BONDING

1.7.1 Performance and Payment Bond. The successful Proposing Firm will be required to furnish a satisfactory performance bond and payment bond. The performance bond and payment bond shall each be in the amount of one hundred (100%) percent of the Guaranteed Maximum Price (GMP) upon approval of the GMP by the County. As a requirement of this RFQ, the Firm is to provide a letter of commitment from Surety regarding bonding capacity and availability to bond this Project (Approximate \$100M in construction costs).

1.7.2 Provide bond rating and bond rate

1.7.3 Include Bond information

1.8 AUTHORITY TO SIGN

Firms/Proposers must ensure that the legal proper name of their firm and/or corporation is printed or typed as appropriate on all documents.

Any and all supplemental instructions will be in the form of written addenda, which will be made available on the County's website. Such addenda are to be acknowledged at the appropriate location on the Acknowledgment of Receipt of Addenda form **Appendix D**. Failure of any Firm to receive any such addendum or interpretations shall in no way changes the Firm's obligation as originally submitted. All addenda so issued shall become part of the Contract Documents.

1.9 RIGHTS RESERVED

1. Liberty County reserves the right to reject any or all RFQs, to waive informalities or to re-advertise. It is understood that all RFQs are made subject to this agreement, and that Liberty County reserves the right to decide which RFQ(s) it deems the most qualified. In arriving at this decision, full consideration will be given to the experience and qualifications of the Firm, and work of this type successfully completed.
2. Any unauthorized additions, conditions, limitations, or provisions attached to the RFQ shall render it informal and may be cause for rejection.
3. Liberty County will not provide compensation to Proposing Firms for any expenses incurred by the Proposing Firm(s) for submittal preparation or for any expenses incurred due to travel that may be made, unless otherwise expressly stated or required by law.
4. Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFQ. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Liberty County's needs.
5. Liberty County makes no guarantee that an award will be made as a result of this RFQ and reserves the right to accept or reject any or all submittals, with or without cause, waive any

formalities or minor technical inconsistencies, or delete any item/requirement from this RFQ or contract when deemed to be in Liberty County's best interest.

6. Liberty County will consider only representations made within the submission in response to this RFQ. Liberty County will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RFQ.
7. Failure to comply with the requirements contained herein may result in the submission being deemed "non-responsive" or "non-responsible". Non-responsive submissions will not be reviewed for potential award.

2.0 AWARD OF CONTRACT

1. The contract will be awarded to the most responsive firm whose submission will provide the best value and be the most advantageous to the County, experience, technical considerations, cost, and other factors considered. The County is to make the final determination.
2. Prior to award of the Contract, the successful Firm will be required to submit a schedule to the County, demonstrating their ability to commence and proceed in a timely manner. Failure to demonstrate the ability to proceed as required may result in contract cancellation.
3. Failure to demonstrate the ability for contract execution and progression will result in, at the County's discretion, contract cancellation or re-advertising of any and/or all the contracts.

3.0 PRODUCTION REQUIREMENTS

Time is of the utmost importance for this project. The successful Firm will be required to commence work within ten (10) business days from the receipt of the Notice to Proceed and must carry on with utmost diligence to complete the work according to the specifications in the RFQ.

4.0 PRICES AND INVOICING PROGRESS PAYMENTS AND RETAINAGE

Firm shall submit an invoice with NET 15-day payment terms for services performed for Liberty County under the terms of the executed contract.

After work has commenced, the Firm shall submit monthly an AIA G702 Application and Certificate for Payment with AIA G703 Continuation Sheet to document the value of work completed as provided in the contract documents plus the value of materials and equipment suitably stored, insured, and protected at the site(s), less 10% retainage.

5.0 NON-COLLUSION

Firms, by submitting an RFQ, certify that any accompanying documentation is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

5.1 MATERIALS

1. Unless otherwise specified in the Contract, Firm shall provide and assume full responsibility for all services, materials, equipment, labor, and all other facilities and incidentals necessary for the completion of the Work.
2. All materials and equipment incorporated into the work shall be of good quality, except as otherwise provided in the Contract. All special warranties and guarantees required by the Specifications shall expressly run to the benefit of the County.

5.2 GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT (E-VERIFY)

The County participates in the Georgia Security and Immigration Compliance Act with regard to Contractors and Sub-contractors. ***The Contractor Affidavit included (Appendix E) must be completed and returned to the County with your RFQ package, as applicable.*** Failure to return the completed document shall result in disqualification of the RFQ in its entirety.

5.3 CONTRACT REQUIREMENTS

1. The successful Firm is required to do the following within thirty (30) days of Notice:
 - a. Return to the County contract documents executed by the authorized representative attested by the corporate secretary treasurer.
 - b. Provide Insurance Certificates as specified in the RFQ documents – **Appendix C**
2. Failure to execute the Contract or furnish satisfactory proof of carriage of the insurance required within ten days after the date of Notice of Award of the Contract may be just cause for the annulment of the award and for the forfeiture of the RFQ guaranty of Liberty County, not as a penalty, but as liquidation of damages sustained. At the discretion of the County, the award may then be given to the next most qualified Firm, or the work may be re-advertised or constructed by County forces.
3. **INSURANCE**
 - a. Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the project is located having a rating of A-VIII or better by AM Best, such insurance as will protect the Contractor from claims set forth below which may arise out of or result from the operations and completed operations under the contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:
 - (i) Claims under workers' compensation, disability benefit and other similar employee benefit acts that are applicable to the Work to be performed;
 - (ii) Claims for damages because of bodily injury, occupational sickness or disease, or death of the Contractor's employees;
 - (iii) Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Contractor's employees;
 - (iv) Claims for damages insured by usual personal injury liability coverage; loss of use resulting therefrom;
 - (v) Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
 - (vi) Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
 - (vii) Claims for bodily injury or property damage arising out of completed operations; and
 - (viii) Claims involving contractual liability insurance applicable to the Contractor's obligations under any contract awarded.

4. The insurance required by this RFQ shall include, without limitation, the following coverages with the indicated minimum coverage limits:
- a. Commercial General Liability Insurance on ISO form CG 00 01 12 07 or an equivalent form (“CGL”), covering liability arising from bodily injury, property damage, operations, independent contractors, personal injury, products completed operations, and liability assumed under an insured contract on an occurrence basis. Such policy shall include, but not be limited to, the greater of current limits carried or the following limits, endorsements and coverages, on a per project basis: \$4,000,000 General Aggregate Limit (other than Products-Completed Operations); \$4,000,000 Products-Completed Operations Aggregate Limits; \$2,000,000 Personal and Advertising Injury Limit; \$2,000,000 each occurrence limit; Cross-liability coverage, as provided under ISO forms’ Separation of Insureds clause. The County (and Additional Insureds as defined below) shall be named as additional insured on the Commercial General Liability Policy. Separate Additional Insured Endorsements for ongoing and completed operations, attached to the Certificate of Insurance, must be included using ISO CG 20 10 10 01 and CG 20 37 10 01 or carrier equivalent forms. Policy must not contain any exclusions or limitations for any portion of the Work (including any project operations). Products and Completed Operations Coverage shall be maintained for a period not less than the applicable statute of repose for liability arising out of the Work. The CGL Policy shall include a waiver of subrogation against the County and other required Additional Insureds using ISO endorsement CG 2404 1219 (“Waiver of Transfer of Rights of Recovery Against Others to Us (Waiver of Subrogation)”), or equivalent.
 - b. Business Automobile Coverage: Insuring all hired, owned and non-owned vehicles with a combined limit of \$1,000,000 per occurrence. If Work to be performed includes hauling or transporting any hazardous materials, then policy shall include the most current version of the ISO CA 99 48, Broadened Pollution Liability Endorsement, or its equivalent, and the MCS-90 shall also be attached to the policy. Policy must include ISO Waiver of Subrogation endorsement CG 04 44 10 13, or equivalent.
 - c. Workers Compensation Insurance: As required by law, including Employer’s Liability, with minimum limits of \$1,000,000 each accident, \$1,000,000 disease, \$1,000,000 disease policy limit (or such other higher amount as is required by County). Coverage must be provided for the Contractor and Contractor’s Members, Executives and Officers. Policy must include ISO Waiver of Subrogation endorsement WC 00 03 13 04 84, or equivalent.
 - d. Contractor’s Professional Liability Insurance/Errors and Omissions Insurance: With minimum limits of \$5,000,000 per claim and aggregate, with a retroactive date which shall be no later than the date of first service from Contractor on the project or the first date of professional service, whichever comes first; which provides coverage for claims arising out of performance of Contractor’s Work allegedly caused by the negligence of Contractor.
 - e. Umbrella/Excess Liability coverage: Written on an occurrence basis with coverage as broad as, or no less restrictive than, the primary Commercial General Liability policy. The policy shall be issued on a “follow form” basis and provide coverage in excess of the Commercial General Liability, Employers Liability and Automobile Liability policies, without additional exclusions or qualifications. The policies or endorsements cannot contain language which excludes coverage to Additional Insureds for claim(s) arising out of bodily injury to Contractors (or any subcontractors, vendors, suppliers, and/or other parties performing Work at or emanating from the project area) if the claim occurs in the course of employment (*i.e.*, 3rd party claims). The minimum limit shall be \$5,000,000 per occurrence and in the aggregate. Each Umbrella/Excess Liability policy must be endorsed to provide that this insurance is primary to, and non-

contributory with, any other insurance on which the County and other Additional Insureds are an insured, whether such other insurance is primary, excess, excess, contingent, self-insurance, or insurance on any other basis.

5. Additional Insured. Contractor shall cause the insurance policies required by the contract (other than Worker's Compensation and Professional Liability) to include the County, its elected and appointed officials, employees and agents as additional insureds on a primary and non-contributory basis, using ISO endorsement CG 20 01 04 13 ("Primary and Noncontributory – Other Insurance Condition Endorsement"), or equivalent.
6. Certificates of Insurance. Original or certified certificates of insurance, together with the actual forms establishing coverage denoted on the certificates of insurance (e.g., additional insured endorsements, waiver of subrogation endorsements, and primary and non-contributory endorsements) and, if requested by the County, copies of the insurance policies (with any premiums or other proprietary information redacted) acceptable to the County establishing that the Contractor has secured the required insurance must be filed with the County prior to commencement of the Work and thereafter upon renewal or replacement of each required policy of insurance. The County may withhold any payments due Contractor at any time that the County has not received current certificates of insurance (and, if requested by the County, copies of the insurance policies, with any premiums or other proprietary information redacted) complying with the requirements of this paragraph. These certificates and the underlying insurance policies shall contain a provision that the County's designated representative will be notified in writing 30 days prior to cancellation.

APPENDIX A
RFQ CMR/(CM/GC) for Public Safety Center
SCHEDULE OF EVENTS

Event	Date
Advertisement	December 23, 2025
Qualifications Due	February 13, 2026, 12:00 noon, EST
Shortlisted Firms Notified	March 2026
Anticipated Interviews with Shortlisted Firms	March 2026
Anticipated County Commission Approval	May 2026
Contract Executed	June 2026
Final Design Documents Submitted	December 2026
Design and Construction Documents Submitted	June 2027

APPENDIX C
CERTIFICATE OF LIABILITY INSURANCE

APPENDIX D
ACKNOWLEDGEMENT OF ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt (initial)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ No addenda were received:

Acknowledged for: _____
(Name of Firm)

Signature of Authorized Representative

Name (Print or Type)

Title

Date

APPENDIX E

CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)

(Failure to submit this form will result in the rejection of your qualifications)

Project Name: Liberty County Public Safety Center

Contractor:

STATE OF:

COUNTY OF:

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, Firm or Corporation which is engaged in the physical performance of services on behalf of the Liberty County Commissioners has registered with, is authorized to use and used the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period, and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____(This is **NOT** an FEI number)
Federal Work Authorization User Identification Number

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on 20____ in _____(City), _____(State).

Signature of Authorized Officer or Agent of Contractor

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ **DAY OF** _____, 20____

____ [NOTARY SEAL]

Notary Public

My Commission Expires:

APPENDIX F

LETTER OF COMMITMENT FOR PERFORMANCE AND PAYMENT BOND & BOND RATING

APPENDIX G
REFERENCE INFORMATION

APPENDIX H
AIA A305 CONTRACTOR'S QUALIFICATION STATEMENT

APPENDIX J
PACKET CHECKLIST

PROJECT: _____
DATE: _____
FIRM NAME: _____
ADDRESS: _____

Please use this checklist to ensure you have properly completed all forms and requirements.
You must complete and attach this checklist to your RFQ package. Failure to do so may you render ineligible for consideration.

_____ Packet Checklist (attached to submission package) – Appendix J
_____ Two Hard Copies & One Electronic Copy of RFQ Package (*including all required information, forms and completed appendices*)
_____ Certificate of Liability Insurance – Appendix C
_____ Acknowledgement of Addenda – Appendix D
_____ Contractor Affidavit – Appendix E
_____ Letter of Commitment for P&P Bond and Bond Rating – Appendix F
_____ Reference Information – Appendix G
_____ AIA A-305 Contractor’s Qualification Statement – Appendix H
_____ Mail or deliver to:
Liberty County Board of Commissioners
112 North Main Street,
Courthouse Annex, Room 2200,
Hinesville, Georgia 31313
RFQ – CONSTRUCTION MANAGER AT RISK
Liberty County Public Safety Center