

Request for Qualifications & Price Proposal
for
Construction Management at Risk Services
for Construction of the
Bartow County Elections & Voter Registration Office Addition and Remodel

RFQ 26-05-001

Date Issued: June 4, 2026

Bartow County is seeking proposals from qualified firms for construction management at risk services for the construction of the Bartow County Elections & Voter Registration Office Addition and Remodel. Firms will be tasked to perform services during the pre-construction phase and construction phase and shall include working with the County and Architect in project planning, estimating, value engineering, arrangements of bid packages, bidding and award of the trade contracts, and management of construction until occupancy is achieved, and implementing the one (1) year warranty and one (1) year warranty inspection.

Sealed submittals from firms will be received by the Bartow County Commissioner's Office at 135 West Cherokee Avenue, Suite 251, Cartersville, GA 30120 until 12:00 p.m., legal prevailing time on WEDNESDAY July 1st.

The names of the Companies submitting proposals will be publicly recorded. No further information will be disclosed, discussed or provided until the evaluation of all submittals is completed. No extension of the bidding period will be made other than by a formal written addendum.

Interested proposers may contact the Bartow County Commissioner's Office at 770-387-5030 or email Kathy Gill, County Clerk at gillk@bartowcountyga.gov to obtain the information at no charge. The RFQ/Price Proposal and any Addenda will be posted on the Bartow County website at www.bartowcountyga.gov on the "Projects for Bid" page. This is the only official release site for this request for proposals or any addenda that may be issued for same.

A Mandatory Pre-bid Meeting will be held on Wednesday June 12, 2026 at 10:00 a.m. in the County Commissioner's Conference/Hearing Room, 135 W. Cherokee Avenue, Cartersville, GA. This meeting is Mandatory for bid submission eligibility. The County will assume no responsibility for representations or understandings concerning conditions made by its officers or employees unless included in this request for proposal. All proposals will be evaluated in accordance with applicable Bartow County rules, regulations and laws.

A Bid Bond will not be required. The successful bidder shall provide a 100% Payment and a 100% Performance Bond upon determining the GMP cost of the project and before the Notice to Proceed has been authorized. Failure to supply bonds will result in default of contract.

Successful proposers shall provide Bartow County with proof of insurance in the amounts as required by Section 17 of the instructions for RFQ submittal.

All proposers must comply with the provisions of O.C.G.A. Sec. 13-10-91, and must register and participate in the federal work authorization program (also known as E-Verify (www.uscis.gov/everify)). A contractor must submit the required affidavit BEFORE ANY BID IS CONSIDERED. A form affidavit shall be provided with the bid package. The primary contractor is responsible for providing bonds, insurance and E-Verify documentation on all sub-contractors.

Bartow County, in accordance with Title VI of the Civil Rights Act of 1964 and related statutes and regulations, hereby notifies all proposers that it will affirmatively ensure that in regards to any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award. The General Contractor and all Sub-contractors shall ensure that employees and employment applicants are not discriminated against because of race, color, creed, sex, or national origin.

Proposals will be evaluated using a multi-step process. The first step is to evaluate “proposal” submissions. Factors to be considered in the evaluation include: ability of the professional staff, approach to project, experience on similar projects, performance on past projects and references for same services. This step will result in a “shortlist of qualified firms.”

During the evaluation process, the selection committee and the County reserve the right, when it may serve the County’s best interest, to request information or clarification from proposers or to allow corrections of errors or omissions. Once the “short list” is compiled, the second step is to evaluate “cost proposal” which should have been submitted at the same time in a separate sealed envelope. The firms short listed will be invited to interview with the committee.

Your submittal must have a signature in its “original form.” Bartow County suggests you provide a “cover letter” to your submittal to ensure this. Firms should submit six (6) copies of their proposal; one (1) of which must be marked “Original” and five (5) marked as “Copy” and one (1) copy in digital format, either in Microsoft Word or PDF format. The Cost Proposal must be submitted in a separate sealed envelope at the time proposals are submitted.

No proposal may be withdrawn for a period of (90) ninety days after time has been called on the date of opening.

The County reserves the right to retain all proposals submitted and use any idea(s) in a proposal regardless of whether that proposal is selected. The County shall have the right to waive any informality or irregularity in any proposal received.

The County shall reserve the option to reject any or all proposals, in whole or part, or to select any Construction Management firm to complete the described Work. Award of the Contract will not be solely based on low bid, but also on quality, references and other subjective criteria as the County may deem necessary and determine at its sole discretion. The proposer expressly

understands that his proposal may be rejected by the County for any reason without liability on the part of the County to the Undersigned Bidder.

No inquiries or interpretation of meaning concerning this Request for Qualifications and Price Proposal will be made to any interested party orally. All inquiries or requests for interpretation must be submitted in writing to Kathy Gill, Bartow County Clerk via email at gillk@bartowcountygga.gov. The deadline for submitting questions is Friday 6-19 at 5:00 p.m. All questions and all answers to those questions will be presented as an addendum and will be posted on the County website at <https://www.bartowcountygga.gov> on the "Projects For Bid" page. It will be the responsibility of interested parties to periodically check the website for any new information.

Bartow County Commissioner's Office

Peter Olson
County Administrator