

**Spalding County, Georgia**  
**Request for Qualifications (RFQ)**  
**117 E Solomon Street Reconstruction**  
**Construction Manager at Risk (CMAR)**  
**for Pre-Construction and Construction Services Contract**



COUNTY:

**Spalding County, Georgia**

119 E. Solomon Street

Griffin, GA 30233



PROGRAM MANAGER:

**Croy Engineering, LLC**

200 Cobb Parkway N, Suite 413

Marietta, Georgia 30062

## SCHEDULE OF EVENTS

<b>Event</b>	<b>Date</b>
First Advertisement	Saturday, June 6, 2026
Second Advertisement	Saturday, June 20, 2026
Pre-Proposal Meeting	<b>Monday</b> , June 22, 2026 @10:30 am, Local Time
Question Deadline	Friday, June 26, 2026, 12:00 pm, Local Time
Last Day for Addendum	Tuesday, June 30, 2026
Proposals Due	July 7, 2026, 2:00 pm, Local Time
Shortlist Issued	July 14, 2026
Interviews	July 27 & 28, 2026

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **117 E SOLOMON STREET RECONSTRUCTION CONSTRUCTION MANAGER AT RISK (CMAR) FOR PRE-CONSTRUCTION AND CONSTRUCTION SERVICES CONTRACT**

Spalding County, Georgia (Owner) is seeking qualifications from Construction Managers at Risk (CMAR) for preconstruction and construction services for the 117 E Solomon Street Reconstruction Project.

The project site is located at 117 E Solomon Street, Griffin, GA 30233 adjacent to the Spalding County Courthouse Annex. The principal item of this project includes the construction of a new two-story structure, approximately 34,000 square feet in area, that will be an extension of the Spalding County Annex. The construction manager at risk will be evaluated and selected through a qualification-based selection process.

A full RFQ Package stating the full Response requirements can be obtained from the Spalding County Administration Department, upon request to Mitzy Campbell, Purchasing Agent, via email at [mcampbell@spaldingcounty.com](mailto:mcampbell@spaldingcounty.com). Only a Response submitted by a Firm on record with the Administration Department as having received the RFQ Package from the Issuing Office will be opened.

Responses must be submitted in a sealed envelope bearing on the outside the name of the Firm, the Firm's address, and the name of the Project for which the Response is submitted. If forwarded by mail, the sealed envelope containing the Response must be enclosed in another envelope addressed as specified above.

Responses will be received by Spalding County, Georgia at the Administration Department located in the Spalding County Courthouse Annex at 119 E. Solomon Street, Griffin, GA 30233 until: Tuesday, July, 7<sup>th</sup> at 2:00 pm Local Time. A list of submitters will be sent to all qualified respondents after this time.

The Owner reserves the right to reject any or all responses, to waive formalities, and re-advertise.

Spalding County, Georgia  
119 E Solomon Street  
Griffin, Georgia, 30233

## **117 E SOLOMON STREET OVERVIEW (FOR INFORMATIONAL PURPOSES ONLY)**

117 E Solomon Street is currently undergoing a full demolition and abatement process. The awarded Construction Manager at Risk will be responsible for the reconstruction of this building. The facility will serve as an extension of the existing Spalding County Courthouse Annex. This new facility will be constructed adjacent to 119 E Solomon Street.

### **PURPOSE**

Spalding County plans to construct a new two-story structure, approximately 34,000 square feet in area, that will serve as an extension of the existing Spalding County Courthouse Annex, and is seeking the services of a Construction Manager at Risk (CMAR) firm to manage the construction, provide technical review during the pre-construction period, and provide three (3) cost estimates at the design milestones of the project. The CMAR will assume responsibility for project construction cost by issuing a guaranteed maximum price (GMP). The GMP will be a contractual obligation. The CMAR will also develop an overall final project schedule, which will be a contractual obligation. In addition, the CMAR 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.

### **PROJECT OBJECTIVES AND SCOPE OF WORK**

Spalding County has a Design Team under contract and the Schematic Development (SD) phase of the project is underway. Completed SD plans will be delivered to the CMAR after selection. The project scope will consist of the demolition of the existing slab and the construction of a two-story building, approximately 34,000 square feet.

The CMAR scope of work shall consist of working closely with the Design Team to provide preconstruction services including 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 Design Team and CMAR. Lower priority items may be identified and itemized for consideration to ensure the project is awarded within the established construction budget.

The CMAR will be responsible for pricing the SD 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 CMAR, with the support and assistance of the Design Team, will develop and commit to a Guaranteed Maximum Price (GMP) for all construction and site development.

## **PRECONSTRUCTION PHASE**

It is the County's desire that the CMAR work closely with the Design Team in a team-like fashion to provide the optimum quality and value for the project. Therefore, the CMAR shall be an active participant in the preconstruction process and work closely with the County and the Design Team to ensure that the facility is designed to provide the highest possible value within the established construction budget.

Tasks required include, but are not limited to:

1. Review SD and Design Development (DD) plans and provide technical input and guidance on means and methods of construction, materials, details, projected costs, and proposed alternatives.
2. Provide detailed construction cost estimate of the DD plans, working with the Design Team to ensure the project will be completed within the established construction budget.
3. Provide analysis of different construction methods in major trade groups as appropriate for quality, cost, and schedule enhancements.
4. Perform constructability reviews throughout the design process to ensure methods of construction conform to traditional construction methods resulting in the greatest value and most cost feasible options for the County.
5. Provide value engineering possibilities for consideration by the County and design team.
6. Working with the Design Team, determine the feasibility of phasing or County procurement/storage of materials, if needed to meet the schedule constraints.
7. When the design documents have been developed in sufficient detail, provide a guaranteed maximum price (GMP) for the project.
8. Develop requirements and process documentation to ensure safety, quality assurance and schedule adherence.
9. Identify and track the status of possible value engineering options.

## **CONSTRUCTION PHASE**

Tasks required include, but are not limited to:

1. Assume responsibility for the construction of the project.
2. Maintain qualified and sufficient on site and support staff.
3. Acquire all necessary permits required for construction.
4. Issue contracts, purchase orders or other appropriate procurement vehicles to subcontractors and vendors. Manage the work of subcontractors and vendors.
5. Develop, maintain, and update a detailed project schedule. Schedule and coordinate all work with selected subcontractors.
6. Identify and implement means and methods required for construction.
7. Implement and maintain a safety program including protection of the public from unauthorized entry into the site.
8. Maintain a system for review and processing of submittals. Review all submittals for compliance with contract documents, stamp them indicating results of review and submit to the designer and Owner for review.

9. Conduct bi-weekly OAC meetings to begin two weeks after receiving written Notice to Proceed, until substantial completion of the project.
10. Procure construction materials and equipment including FF&E items, if included in the project.
11. Coordinate construction efforts and final connections and approvals with utility service providers for the project.
12. Prepare and submit change order documentation for review by the Program Manager and Owner.
13. Establish a quality control program, maintain quality control, and ensure conformity to the plans and specifications.
14. Schedule and coordinate all required inspections including, but not limited to: City required inspections, County required inspections, special inspections required by the International Building Code and any other required third-party inspections.
15. Review subcontractor payment requests with the Program Manager, if requested. Make recommendation for approval and make timely payments.
16. Obtain Certificate of Occupancy and other relevant documents required for County to occupy and use the facility.
17. Provide close out activities including the assembly of warranties, guarantees, operations and maintenance manuals, training, and other close out documents.
18. Prepare and maintain record documents and as built drawings on site. Transmit as-built drawings to the Program Manager at the completion of the project.
19. Scheduling of testing, owner training and other inspections, documentation, and video of all commissioning activities.

## **WARRANTY PHASE**

Tasks required include, but are not limited to:

1. Ensure the timely completion of punch list items.
2. 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 midyear and 11-month warranty walk thru with the Owner.

## **RECEIPT OF PROPOSALS**

Proposals will be received by the County Purchasing Agent at the Administration Department located in the Spalding County Courthouse Annex at 119 E. Solomon Street, Griffin, Georgia, 30233 until: Tuesday, July 7, 2026, 2:00 pm, Local Time. A list of submitters will be sent to all qualified respondents after this time. The Owner reserves the right to reject any or all Responses, to waive formalities, and re-advertise. The envelope containing the qualifications must be sealed and designated on the outside of the envelope as:

**REQUEST FOR QUALIFICATIONS (RFQ)  
117 E SOLOMON STREET RECONSTRUCTION  
CONSTRUCTION MANAGER AT RISK (CMAR)  
FOR PRE-CONSTRUCTION AND CONSTRUCTION SERVICES CONTRACT**

The County may consider informal any submittal not prepared and submitted in accordance with the provisions hereof and may waive any informalities to reject any and all submittals. Any submittal may be withdrawn prior to the above scheduled deadline of submittals or authorized postponement thereof. Any submittal received after the time and date specified shall not be considered. No submittal may be withdrawn within 90 calendar days after the actual date of the submittal thereof.

## **SUBMISSION OF STATEMENT OF QUALIFICATIONS**

Responses must be submitted in a sealed envelope bearing on the outside the name of the Firm, the Firm's address, and the name of the Project for which the Response is submitted. If forwarded by mail, the sealed envelope containing the Response must be enclosed in another envelope addressed as specified above. All sealed Responses shall include six (6) paper copies and one (1) digital copy provided in pdf format on a USB/flash drive device. Responses shall include and/or address all submittal requirements listed below. Please note maximum page limit for some sections.

### **1. Cover Page**

- a. Include the project name (117 E Solomon Street Reconstruction - Construction Manager at Risk for Pre-Construction and Construction Services Contract)

### **2. Table of Contents**

### **3. Required Documents**

- a. Provide items specified in the "Checklist of Documents to Return"

### **4. Firm Qualifications (15 Page Limit)**

- a. Capability of the firm to progress and complete the work, taking into consideration size of work force, current workload, in house staff capabilities and the like. At a minimum, Responses should provide the following information:
  - i. Provide proof of Georgia General Contractor license and Business License.
  - ii. Provide Summary of firm history. Include founding date and years of continuous operation.
  - iii. Identify the primary point of contact for the overall administration of this project.
  - iv. Identify key team members available for this project.
  - v. List qualifications of staff to be assigned to this project.
  - vi. List years in construction and years with firm for staff to be assigned to this project.
  - vii. Provide the office location for each listed team member. Preference will be given to teams with a local presence.
  - viii. Provide current Experience Modification Rate (EMR). If EMR is 1.2 or more, please explain.

### **5. References and Relationships (10 Page Limit)**

- a. Four references from clients detailing level of prior satisfaction.
- b. Four references from sub-contractors, listing projects (with dates) completed with your firm and detailing level of prior satisfaction.

**6. Experience (10 Page Limit)**

- a. Previous experience of the firm with similar projects. List awards or commendations, cost effective performance, timely completion, and demonstrated ability.
- b. Experience on projects using the CMAR delivery method.
- c. Experience within Spalding County.
  - i. Please list any projects in which Spalding County was the owner.
- d. Describe your firm’s approach to cost estimating, including some history of cost estimates versus actual bid amount, on three completed projects. Provide project dates.

**7. Litigation Record**

- a. 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.

**8. General Conditions & Fee Proposal**

- a. Fee proposal (one copy only) must only be included with the paper submittal of the Response and should be submitted in a separately sealed envelope. The Fee proposal should NOT be included with the digital copy of the Response provided on a USB/flash drive device.

**BASIS OF EVALUATION / INTERVIEWS**

A committee of key staff members (Selection Committee) will review and rank each Response based on four factors. The information requested in the “Submission of Statement of Qualifications” section of this RFQ will guide the scoring. The relative weight for each evaluation factor is provided below.

<b>Criteria</b>	<b>Maximum Points</b>
Firm Qualifications	35
References	20
Experience	35
Litigation Record	10

The Selection Committee members will each review the responses to the RFQ and provide a score for each Firm based on the Selection Criteria above. The Selection Committee will convene and summarize the points earned by each Firm and establish a list of Firms found by the Selection 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 Selection Committee may decide to conduct interviews with Firm(s) that have submitted Responses unless it is determined to be unnecessary because Responses contain sufficient information for evaluation. A maximum of 20 additional points may be awarded based on interviews.

The Selection Committee will establish the ranking of the Firms based on the Technical Qualifications submitted (as well as the interview results should this occur). Only the Fee Proposal of the most qualified firm will be opened to begin negotiations. Should the County and Firm not be able to agree to terms, the County will open the fee proposal of the next most qualified firm until an agreement can be reached. Upon negotiation of an agreement, the selected firm will be submitted to the County Board of Commissioners.

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

## **COUNTY QUESTIONS/CLARIFICATIONS**

Any Firm that submits a Response may be requested to provide additional information to Spalding County. Such information is only for the purpose of clarification and in no way changes the Firm's Response as originally submitted. Spalding County reserves the right to ask any or all Firms to clarify any portion of their Response after submission.

## **INTERPRETATIONS**

No oral interpretations will be made to any Firm as to the requirements of the RFQ Package. Requests for interpretation of the RFQ Package shall be made in writing to Mitzy Campbell, via email ([mcampbell@spaldingcounty.com](mailto:mcampbell@spaldingcounty.com)) not later than Friday, June 26, 2026, 12:00 pm, Local Time. Any and all such interpretations and any supplemental instructions will be in the form of written addenda, which will be emailed to all prospective bidders on record with the Administration Department as having received bidding documents. Such addenda are to be acknowledged at the appropriate location on the Acknowledgment of Receipt of Addenda form. 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.

## **ACCESS TO PUBLIC RECORDS ACT NOTICE**

Each Firm should give specific attention to the identification of those portions of the RFQ that it considers confidential, proprietary commercial information or trade secrets, and provide justification as to why such materials, upon request, should not be disclosed.

Attachments: Checklist of Documents to Return  
Company Information  
Contractor Affidavit and Agreement  
Acknowledgment of Receipt of Addenda  
Programming Exhibit  
General Conditions & Fee Proposal Form

**Spalding County, Georgia**

**Checklist of Documents to Return**

*(Please return this checklist and the documents listed below with your submittal)*

**RFQ: 117 E Solomon Street Reconstruction  
Construction Manager at Risk for Pre-Construction and Construction Services Contract**

Company Information Packet \_\_\_\_\_

Contractor Affidavit and Agreement \_\_\_\_\_

Fee Proposal – **Separate, Sealed Envelope** \_\_\_\_\_

Addenda Acknowledgement \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**RFQ: 117 E Solomon Street Reconstruction  
Construction Manager at Risk for Pre-Construction and Construction Services Contract**

**COMPANY INFORMATION**

**COMPANY**

Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature: \_\_\_\_\_

Printed or Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**PROJECT CONTACT PERSON**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Office Number: \_\_\_\_\_ Cellular Number: \_\_\_\_\_

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

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 contracting with Spalding County has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Spalding County, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent Date  
(Contractor Name)

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

\* As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**RFQ: 117 E Solomon Street Reconstruction  
Construction Manager at Risk for Pre-Construction and Construction Services Contract**

**ACKNOWLEDGMENT OF RECEIPT 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