



City of Dublin, GA

Request for Qualifications

To Provide

Construction Manager at Risk Services

For

Water Works Building

Dublin, GA

RFQ # 25-1219-01

Issue Date December 19, 2025

Due Date: January 30, 2026

REQUEST FOR QUALIFICATIONS
CM at Risk Services for Water
Works Building Dublin, GA

The City of Dublin, as the “Owner,” is seeking Statements of Qualifications from **experienced firms** interested in providing **Construction Manager at Risk (CM At-Risk)** services for a project known as **Water Works Building Renovation, Dublin, GA**. This Request for Qualifications (RFQ) seeks to identify the most qualified potential providers of the above-mentioned services. Some firms which respond to this RFQ, and who are determined by the Owner to be especially qualified, may be deemed eligible and may be invited to interview for these services. All respondents to this RFQ are subject to the instructions communicated in this RFQ. The City of Dublin reserves the right to reject any or all statements of qualifications, and to waive technicalities and informalities at the discretion of the City of Dublin.

1. GENERAL PROJECT INFORMATION

It is envisioned that the Owner will best be served by the employment of the services of a **CM At-Risk (CMAR)** for the project.

Three to five firms that respond to this RFQ by submitting statements of qualifications may be determined to be especially qualified and capable of delivering services and may be deemed eligible for further consideration to provide these services as the “CMAR” and invited to interview for these services. All respondents to this RFQ are cautioned to completely review the entire RFQ and follow instructions carefully. The City of Dublin reserves the right to reject any or all statements of qualifications, and to waive technicalities, irregularities, and informalities, and retains the right to cancel or conclude this procurement at any time without selecting a firm to provide the described services, without any liability to any respondents, or any other person or entity, and is under no obligation to make an award relating to this RFQ to any person or entity. The final terms of any CMAR Agreement for the project contemplated by this procurement will be determined by the Owner, subject, in all cases, to strict compliance with the applicable provisions of the laws of the City of Dublin.

Project Description

Water Works Building

The City intends to renovate the Water Works Building to support essential municipal operations and improve service delivery to the community. The project will emphasize functionality, durability, and cost efficiency while incorporating sustainable design principles and compliance with all applicable codes and standards. The CMAR will collaborate closely with the City and design team throughout preconstruction and construction phases to ensure accurate budgeting, schedule adherence, and quality control, delivering a facility that meets current and future operational needs.

Project Delivery Method

The delivery method for this Project will be construction manager at-risk (CMAR) who will work with Owner and Design Professionals on the project for successful delivery.

Project Budget

The project budget is estimated to be \$1,400,000.00. The Owner expected that 100% of project cost savings, including contingencies, will be turned over to the Owner no later than substantial completion of the project

Project Schedule

Although a final schedule has not been established, the Owner is currently working with the Design Professionals on the schematic design phase in order for construction to begin as soon as possible. If required, an early release package may be utilized. The successful **CMAR** will be responsible for developing the construction schedule and coordinating activities to accomplish completion of the project within a specified period of time as approved by the Owner.

Construction Management at Risk Service Requirements

The contract with the selected CMAR will include providing preconstruction services during the project's design phase and ultimately renovating the Water Works Building. The prospective CMAR will provide preconstruction services which may include technical review, cost verification, cost evaluation, value engineering, schedule development, and schedule evaluation. The CMAR will be expected to work collaboratively with the City and its Design Professionals to develop detailed construction cost estimates at the Schematic Design and Design Development milestones, and then provide final Guaranteed Maximum Price (GMP) upon completion of Construction Documents. The CMAR will be responsible for managing all facets of construction. The CMAR will be responsible for all methods of construction, safety, and for coordination of all contracts required to complete the project within budget and schedule.

2. QUALIFICATIONS REVIEW PROCESS

Selection of the **CMAR** will be a multi-step process. The City of Dublin reserves the right to reject any or all statements of qualifications, and to waive technicalities and informalities at the discretion of the City of Dublin.

Qualification Ranking is initiated with this **RFQ**, which is issued for the purpose of acquiring Statements of Qualifications from prospective CMAR firms. A selection of finalist firms will be made by a Selection Committee consisting of representatives of the Owner. The Selection Committee will review Statements of Qualifications submitted in response to this RFQ. To be deemed eligible for evaluation, firms must meet the following minimum qualifications:

Minimum Qualifications Required

- The firm or its principals have not been terminated for cause or currently in default on any City contract (See Exhibit A).
- Firm must have sufficient bonding capacity for the anticipated total cost of work (**\$1,400,000.00**). Only those sureties listed in the Department of Treasury's Listing of Approved Sureties (Department Circular 570) are acceptable to the Owner. At the time of issuance, all insurance and bonds must be issued by a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. Such company shall be an insurer (or, are qualified self-insurers or group self-insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A-" or better and an A.M. Best Financial Size Category of Class V or larger.
- Firm must have a current Contractor's Public Liability Insurance policy and must be insurable in the following amounts: Bodily injury, including death- limits of \$1,000,000 for each accident. Property damage- limits of \$2,000,000 for each accident and \$4,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual contract.)
- Firms must have all necessary, valid and current licenses to do business in the State of Georgia.
- Firm must demonstrate sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher.
- The firm must demonstrate a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rate (EMR) over the past three years of 1.2 or less (Each of the last three years shall be 1.2 or less).

The Selection Committee will then evaluate the submittals, which have met the above minimum qualifications. Criteria for the evaluation are listed below:

Criteria for evaluation of Statements of Qualifications

15% Factor} Stability of the firm.

40% Factor} Firm's relevant project experience and qualifications.

25% Factor} Firm's suitability for the project,

20% Factor} Firm's management plan to provide CMAR services for the project.

Final CMAR Selection will be initiated by invitation to selected finalists to submit Project and Fee Proposals as instructed in the **RFQ**. Finalist presentations/interviews will also be conducted by the Owner. The successful CMAR will be determined from the interviews by finalists.

3. SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are Eastern. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

Schedule		
A. Owner issues public advertisement of RFQ	12/19/25	
B. General Contractor's pre-qualification package due to Architect's office	1/30/26	5:00PM
C. Selection committee meets to identify finalists.	2/02/26	
D. Finalists will be notified.	2/03/26	
E. Finalist contractor interviews.	2/17/26	TBD
F. Selected contractor notified.	2/18/226	
G. Contract negotiations as needed	2/18-27/26	
H. Contract Awarded	2/27/26	

4. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submission deadline has passed, all submissions will be final. The Owner will not request clarification from individual respondents relative to their submission but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFQ or the project, shall be submitted in writing (e-mail) to:

David Sawyer, Purchasing Director, e-mail: sawyerd@dublinga.org

The deadline for submission of questions relating to the RFQ is the time and date shown in the Schedule of Events. All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled, and answers will be posted.

5. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Submittals must be prepared in a manner that when printed would typically fit on standard (8 ½" x 11") paper. Responses are limited to using a minimum of an 11-point font. **Total page count of the submittal must not exceed 50 pages single-sided, or 25 pages double-sided.** Submittals that include qualifications of more than one firm shall not exceed the page limit. Emphasis should be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below.

For the electronic submittal (.pdf) the submitted responses (file names) must reference the RFQ # 25-1219-01, the **firm's name**, and the word **"QUALIFICATIONS."**

(File Name Example: ABC Company- Water Works Building Renovations Qualifications-RFQ # 25-1219-01)

The entire submittal .pdf shall be submitted as ONE (1) file. Do not submit individual documents or sections separately.

The thumb drive and the printed bound copies must be received in a sealed envelope plainly marked "Statement of Qualifications for Water Works Building Renovation" with the provided sealed bid label attached to the outside of the envelope.

**STATEMENT OF QUALIFICATIONS
(DELIVERABLES “A”, “B”, “C” and “D” FOR ALL FIRMS)**

A. Description and Resources of Firm

- A1- Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, E-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure? For joint venture entities that have not undertaken at least *two* projects together, each firm should submit its qualifications separately.
- A2- Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices.
- A3- Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and any other construction project-related litigation. List any active or pending litigation and explain.
- A4- List the firm's annual revenue for the past 5 years and supply main financial and banking references.
- A5- Has the firm ever been removed from a contract or failed to complete a contract as assigned? Provide a statement of disclosure to allow the Owner to evaluate any possible conflicts of interest.
- A6- The firm, in order to be deemed eligible for evaluation, must provide supporting documentation asserting that the firm meets the minimum qualifications required for this project
- a. Firm has sufficient bonding capacity for anticipated total cost of work and our surety and insurance companies are in the current Department of Treasury's Listing of Approved Sureties (Department Circular 570). All insurance and bonds will be obtained through a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. The company is an insurer (or qualified self-insurers or group self-insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A-" or better with an A.M. Best Financial Size Category of Class V or larger. Provide a letter or other supporting documentation from your firm's surety indicating the firm has a bonding capacity of **2,000,000.00**.
 - b. Firm has sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher. Provide a statement evidencing your current ratio.
 - c. Firm demonstrates a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rating (EMR) of 1.2 or less. Provide evidence from your firm's carrier on their letterhead of your firm's EMR.
- A7- Complete the Certification Form (Exhibit A), and provide a notarized original with response as section "A7" of the firm's Statement of Qualifications.
- A8- Complete and submit a "CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)" (Exhibit B) with response as Section "A8" of the firm's Statement of Qualifications. **Failure to submit this form with Statement of Qualifications will result in the firm being eliminated from consideration for this project.**
- A9- Complete and submit the "Disclosure Statement" (Exhibit C) with response as Section "A9" of the firm's Statement of Qualifications.

B. Experience and Qualifications

- B1- Describe your firm's proposed organization for the project. Provide professional qualifications and description of experience of team members as outlined below (or similar roles) and percentage of each person's time to be committed to this project. Include an organizational chart showing detailed lines of responsibility and accountability for your team.
- a. Project Executive/Director
 - b. Project Manager
 - c. Superintendent
 - d. Cost Estimator
 - e. Specialty Contractor

f. Other (please describe, if applicable)

Specialty contractors should have experience in providing complete site analysis, public consultation, conceptual through fully engineered design, and construction of these scopes of work.

B2- Identify the individual who, *from project start to finish*, will be the leader of your CMAR team and the principal point of contact between your firm and the Owner, and other consultants. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual's competence, his/her leadership, and his/her ability to achieve *customer satisfaction* will be heavily considered in the selection of a CMAR firm.

B3- Identify any consultants or engineers that will be part of your team.

B4- Provide information on the firm's experience on projects of similar size and complexity (similar type as the incumbent project). Special consideration will be given to design, construction, and consultant experience with renovation of historical buildings. Describe no more than five (5) and no less than three (3) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:

- a. Project name, location and dates during which services were performed.
- b. Brief description of project and physical description (square footage, contract value, number of stories, site area, etc.).
- c. Services performed by your firm.
- d. Describe the project delivery method (i.e. Design-Build, Design-Bid-Build, CMAR).
- e. Describe firm performance relative to schedule and budget.
- f. List team members involved in the delivery of the projects.
- g. Respective Owner's stated satisfaction in design/renovation/construction and service of your firm.
- h. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
- i. Owner contact information.

C. Statement of Suitability

C1- Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.

C2- Provide non-discrimination policies and describe the firm's record and methodologies of addressing public safety, social, environmental, or other related concerns.

C3- Provide information on any special services offered by the firm that may be available for this project.

C4- Describe your recent experience with CMAR projects. Describe your previous experience working with your selected design team member.

D. Management Plan

D1- Describe your process for efficiently resolving issues and maintaining the project commitments working collaboratively with the Owner. Provide specific examples demonstrating your ability to solve complex project issues related to renovation/construction without compromising your team commitments.

D2- Provide your detailed cost management plan for controlling costs on this project within the stated cost limitation during design and construction. Describe your systems and procedures for controlling costs during design and construction.

D3- Provide your detailed change management plan for managing cost and schedule exposures within the stated limitations.

D4- Provide your procurement and workforce plan including details on your plan to assure local contractor opportunity. Describe how your firm intends to arrange the construction into bid packages in order to reach

the Owner's schedule and budget objectives.

- D5- Provide your detailed schedule management plan, for this project, during design and construction. Describe systems and procedures your firm uses to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.
- D6- Provide your detailed subcontractor management plan including contract document compliance procedures, project accounting procedures, and issue resolution.
- D7- Provide your closeout management plan for this project. Describe your systems and procedures for your closeout plan.
- D8- Provide your detailed plan for applying any services identified in Section II not specifically requested by the Owner. Explain the relevance of these services to this project and how they benefit the project.
- D9- Provide your quality assurance plan for this project. Describe your firm's approach for validating compliance with the construction documents. Explain your process for ensuring the quality of the renovation/construction workmanship.
- D10- Provide your safety, site logistics, and phasing plans for this project. Describe your plan for working around existing operations and for site access.

6. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

Interested firms shall submit an original, one (1) hard copy, and one (1) electronic copy in PDF on a USB drive of their statement of qualifications. Statements of qualifications must be received in a sealed envelope or container marked "RFQ # 25-0829-01: CMAR for City of Dublin Water Works Building Renovation Project" and delivered prior to the stated deadline above. All documents are to be submitted to:

Lord Aeck Sargent
Attn: Karen Gravel
1175 Peachtree St., Ste 2400
Atlanta, Georgia 30361

The electronic copy of the submittal should be submitted as ONE (1) file saved as a .PDF (portable document format) through either eProcurement sites the Owner is utilizing for submissions located [here](#). Please do not submit individual documents or sections separately.

TOTAL PAGE COUNT OF THE SUBMITTAL MUST NOT EXCEED 50 PAGES.

7. Finalist Notification

Once the Selection Committee has completed the evaluation of the Statements of Qualifications, a list of the finalist firms will be notified by the City of Dublin or Program Manager.

Step II- CMAR Selection, will be initiated by invitation to finalists to make a Presentation / Interview. Finalists will be those firms determined by the Selection Committee to be especially qualified to perform as CMAR for this Project in accordance with the qualification criteria herein. Presentations/interviews will be conducted by the City of Dublin for those firms that submit proposals that are accepted by City of Dublin. A successful CMAR will be determined from the interviews and proposals received.

8. INSTRUCTIONS FOR PREPARING FEE PROPOSALS

Fee Proposals will be solicited from the finalists invited to interview. Fee proposals shall be submitted at the conclusion of the interview session in a sealed envelope and shall not include any project proposal information. (See Section 10- *Submittal of Project Proposals and Fee Proposals*). The CM At-Risk *Fee Proposal Form, Exhibit "E"*, attached to this RFQ #25-1219-01 –City of Dublin Water Works Building Renovation

RFQ, shall be submitted by finalists. **Important – Proposers must attach detailed itemization (limit 8 pages) of Proposed Project Costs and Fees, and any exceptions to the items requested above to the Fee Proposal Form, in same sealed, opaque envelope. Firms must use the Fee Proposal form provided in Exhibit D, including the ‘Backup Pages’ tab utilized for itemization of Costs. The Fee Proposal must contain the Firm’s following costs for this Project:**

- Preconstruction Costs and Pre-Construction Fee.
- General Conditions Labor Costs for all personnel that will work on this Project. These costs should be detailed by the specific personnel proposed for this project (i.e. Project Executive) and by the position (i.e. Field Engineer). Provide staffing wage rates and burden information. At no time will the CM At-Risk personnel costs be included within the General Requirements or Trade Contractor cost of the work.
- General Conditions Non-Labor Costs, as indicated on the attached Fee Proposal Form. Include Payment and Performance Bond; General Liability Insurance with limits of no less than \$1 million per occurrence and \$2 million aggregate, and a general liability umbrella policy with a limit of no less than \$5 million aggregate; Worker’s Compensation coverage as provided by Georgia law; Temporary Facilities and Equipment, and Builder’s Risk Insurance. All bonds and insurance policies shall be written by surety companies with an overall A.M. Best rating of (Excellent) or better, listed in the U.S. Treasury Circular 570, and licensed to do business in the State of Georgia. Said policies shall provide for jurisdiction and venue in Laurens County, Georgia, for resolution of any disputes.
- Contractor’s Fee for Construction.

Please understand that this Fee Proposal constitutes a starting point for negotiation toward an eventual agreement on fees.

NOTE: The Firm selected shall provide full policy documentation, as well as updated continuation certificates for all bonds, certificates of liability naming the Owner as the obligee and copies of all bond and policies on an annual basis through maturity of the project. Said documentation shall be delivered to and maintained by the Owner with assistance of the Program Manager

9. PRESENTATION/ INTERVIEW INFORMATION

Interview Format

The firms selected to make a presentation to, and be interviewed by, the Selection Committee, will be notified within the time outlined above in the “Schedule of Events.” Each firm will be notified in writing and informed of a place and time for the interview session. The time allotted to each firm for the interview will not exceed 65 minutes which includes: 10 minutes for setup, 30 minutes for proposer presentation, 20 minutes for Committee questions, and 5 minutes for knockdown. The presentation may be electronic (PowerPoint or similar) or involve flip charts or boards along with oral presentation. The City of Dublin has electronic AV equipment (projector/monitor, laptop) but firms should be prepared in case of technical malfunctions with the equipment. All members of the Selection Committee will be present during all of the presentations and interviews. Firms are not allowed to address any questions, prior to the interview, to anyone other than designated contact.

Interview Requirements

The intent of the formal interview process is to provide the Selection Committee with in-depth information from the CMAR firm in order to make a final selection of the best-suited firm for the contract award. Firms should focus their presentations on the detailed plan for managing the design and construction, cost, schedule, and quality on the project and any unique characteristics or services the firm offers. Firms are discouraged from reviewing general company history and past experience previously submitted in Statements of Qualifications unless this information is particularly relevant to the project-specific CMAR plan. All key personnel should be present at the interview including, at a minimum, the lead designer, project superintendent, project manager, and project executive.

Criteria for the evaluation of finalist interviews:

50% Factor} Methodology Presented to assure success and the ability of principals to engender confidence in the ability of the firm to complete the project within the time and cost budgeted, the ability of the team to effectively address Owner program goals, offer solutions to challenging areas of the project, deliver apparent efficiency and effectiveness, offer new ideas that lead to benefits for the Owner, the effectiveness in communication of the team members during the interview process, and the firm’s ability to effectively answer project questions and provide solutions during the interview.

50% Factor} Committee’s assessment of the Overall Fit of the firm and its key team members to the project,
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including the ability of the firm to instill Committee confidence in the firm's understanding of the project requirements, and in the firm's communication and problem-solving methods and abilities.

Final Evaluation

Evaluation of submittals and firms' qualifications will be conducted by a committee consisting of various project stakeholders. Based upon the predetermined rating criteria contained in the RFQ, the committee will assign a composite rating to the deliverables of each statement of qualifications and proposal submitted. Proposers understand and accept that by responding to this solicitation they are willingly participating in a process that consists to some degree of subjectivity on the part of selection committee members in determining the firm(s) capable of providing the best overall solution.

10. ADDITIONAL TERMS AND CONDITIONS

Restriction of Communication

From the issue date of this solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate for any reason with any members of the Selection Committee or the City of Dublin, except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the submission of the offending proposer.

Submittal Costs and Confidentiality

All expenses for preparing and submitting responses to the RFQ are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential," or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the statements of qualifications will remain confidential until final award.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any statements of qualifications submitted in response, regardless of whether the submission is determined to be the best, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract, mutually accepted by both parties, is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this RFQ and to reject any or all statements of qualifications submitted in response. Upon receipt and review of responses, the Owner will determine the party(s) and statement of qualifications that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) and in the course of doing so may use ideas expressed in any statement of qualifications or interview.

Exhibit A
CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached statement of qualifications and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for qualifications is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer and any principle employee of the proposer have not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer or any principle employee of the proposer has not in the immediately preceding five years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract or have been terminated for cause on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Owner may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Owner may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and understand the successful Proposer will be required to certify compliance with the Immigration Reform Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et seq., by meeting or having complied with the provisions in the Act and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01: Contractor will also be required to warrant that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the Owner to award a contract.

A material false statement or omission made in conjunction with this submission is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this submission thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the submission to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Signature

Sworn and subscribed before me

This _____ day of _____, 20____.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

Exhibit B**CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)*****(Failure to submit this form will result in rejection of your Qualifications)***Project Name: Water Works Building Renovation, City of Dublin, GA

Contractor: _____

STATE OF GEORGIA**COUNTY OF: Laurens**

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 **City of Dublin (GA)** 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:

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 Public
My Commission Expires: _____

Exhibit C
Disclosure Statement

All proposers should be aware that the project you are submitting a statement of qualifications on is a public project. The City of Dublin shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal you intend to make for this project, **you must include this Disclosure Statement with your submittal** that answers or addresses the following specific statements:

1. Describe any business transactions occurring within the prior two years between your firm and the City of Dublin.

Insert Response

2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to the City of Dublin within the prior one-year period.

Insert Response

3. A *conflict of interest* or *potential conflict of interest* is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with the City of Dublin.

Insert Response

This Disclosure Statement should be dated and signed by an authorized signator for the Proposer and submitted with the Proposer's Submittal as deliverable A10.

Name of Firm

Authorized Signature

Date

Exhibit D
VENDOR QUALIFICATION PACKET FOR GENERAL CONTRACTOR SERVICES

CONTRACTOR SELECTION PROCESS TOPICS RESPONSE FORM

Please provide written responses to the following questions below. If additional sheets are required, please feel free to provide them as needed.

1. EXPECTED PROJECT TIME FRAME

2. INTENDED PERSONNEL

3. ANTICIPATED GENERAL CONDITIONS

4. FEE, AS A % OF PROJECT COST

Exhibit E
VENDOR QUALIFICATION PACKET FOR GENERAL CONTRACTOR SERVICES

Request for Qualifications
to provide
Construction Manager at Risk Services



Dublin Water Works
Dublin, GA

Request for Qualifications

This solicitation is to select a Construction Manager at Risk to serve the City of Dublin in rehabilitating the historic Water Works Building. Contractors are requested to submit their qualifications as outlined below. Qualifications for select major Trade Contractors are also requested. After the qualification packages are received the City of Dublin will, with the advice of the Architect, evaluate the qualifications of each Contractor and will create a shortlist of three Contractors to invite to interview. Each responding firm will be notified of their status, once the shortlist is complete. Each shortlisted firm shall provide a fee proposal for preconstruction services and proposed contractor fee as a percentage of construction cost. Appeals by Contractors of decisions made by the City of Dublin will be considered for a period of 3 calendar days after notification. Appeals must be made in writing to the Architect.

Project Description

The Water Works building was built in two stages – 1935 and 1955. It has served as a water treatment plant for that time with a brief pause in the 1970s. The scope of this project is to rehabilitate the building for another 75-90 years.

Project Scope Summary

A failing roof has contributed to the deterioration of the structure. The scope of the project includes but is not limited to

- Replace the structure of both roofs.
- Replace the roofing material of both roofs.
- Repair spalled concrete structure on the interior of the building.
- Replace or rehabilitate the existing windows.
- Rehabilitate the exterior masonry.
- Replace the HVAC in limited areas of the structure.
- Restore the interior stairs.
- Improve restroom

Construction Budget

The estimated construction budget range for the project is approximately \$1,400,000 to \$1,500,000 inclusive of all contractor fees, general conditions, escalation, and contingencies.

Form of Agreement

The agreement between the Owner and the General Contractor will be AIA Document A133, Owner-Construction Manager Agreement where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price. The General Conditions will be based on AIA A201, General Condition for the Contract of Construction.

Summary of the Schedule and Bidding Process:

December 16, 2025	Request for Qualifications advertised.
January 30, 2026	General Contractor's pre-qualification package due to Architect's office by 5:00 p.m.
February 2, 2026	Selection committee meets to identify finalists.
February 3, 2026	Finalists will be notified.
February 17, 2026	Finalist contractor interviews.
February 18, 2026	Selected contractor notified.
February 18-27, 2026	Contract negotiations as needed
February 27, 2026	Anticipated notification of intent to award pending approval by the City of Dublin

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NOTE: The Owner reserves the right to modify the schedule, as needed.

Contact

Lord Aeck Sargent
Attn: Karen Gravel
1175 Peachtree Street, Suite 2400
Atlanta, GA 30361

Direct questions and email pre-qualification packages to Karen Gravel:

[Karen.gravel@lordaecksargent.com](mailto:karen.gravel@lordaecksargent.com)

Format and Requirements

Qualification submittals must meet the format and requirements of this section to be considered. The response to this Request must be complete; partial or incomplete responses will not be considered. Responses should be concise, clear, and relevant. Submittals must be on standard 8.5"x11" paper with pages numbered and not exceeding thirty-five (35) pages in length. Please provide 5 copies and one digital copy by 5:00 p.m. on submittal day to Karen Gravel at karen.gravel@lordaecksargent.com. Please include only the requested information in the Qualifications submittal. Successful Respondents will have an opportunity to provide additional information during the interview portion of the selection process.

1. Description of Firm

- Provide basic information including the name of the firm; street, mailing and e-mail addresses; telephone and fax numbers; and a primary contact relative to this submittal.
- Provide the number of years the firm has been in business, form of ownership and the state of residency or incorporation.
- If the firm has multiple offices, primarily include information about the office that will provide the project services.
- Provide the firm's organization chart. Describe the history and growth of your firm as succinctly as possible; including the firm's current position in the construction market and detail the firm's core values and vision.
- Explain why you are interested in this project.

2. Project Team and Experience

- Furnish an organizational chart for the General Contractor's proposed project team and major trade contractors to include the selective demolition subcontractor, structural truss subcontractor and the roofing and flashing subcontractor.
- For the General Contractor, the selective demolition subcontractor, structural truss subcontractor and the roofing and flashing subcontractor provide the following for each:
 - Describe any project experience with historic renovations.
 - Furnish at least three (3) references, including project name, size, construction cost, number and value of change orders, number of RFI's submitted to the A/E and services provided for each reference.
 - Provide examples of three or four equivalent historic renovations of other building renovations of similar size and scope (comparable function, size and delivery method) that demonstrate the firm's ability to perform the project at hand.
 - Example projects shall have been constructed within the last ten years by the office or project team submitting qualifications.
 - Provide the following information for each project: project name, location, building function, start and completion dates, duration and physical description (size, site conditions, structure, exterior enclosure, special systems, etc.). Include the name and contact information for the project Architect and Owner's Representative. Before submitting, please verify the accuracy of all reference information.
 - Provide overall photographs of the project along with detail shots of relevant scopes.
 - Provide a description of the project services provided by your firm and a statement of performance relative to budget, schedule and change orders.

- For the General Contractor only, describe any past mediation, arbitration or litigation experience with Owners, Architects, or Sub-contractors.
 - List and briefly explain any active or pending mediation, arbitration, or litigation. Has the firm been involved in any litigation in the past five years?

3. General Contractor Personnel

- Provide general information about the firm's personnel resources, including trade classifications employed, number of employees, locations and staffing of offices.
- Provide the firm's percentage mark-up on labor for payroll taxes, insurance, and fringe benefits.
- Project Team
 - Identify members of the General Contracting project team and their responsibilities on the project.
 - Provide resumes for the following key personnel that you are proposing construction services:
 - For the General Contractor: senior project manager, project manager, and construction superintendent.
 - For the Trade Contractors: foreperson
 - the ability to oversee and implement complex roofing and flashing scopes of work should be highlighted.
 - Highlight professional qualifications and relevant individual experience.
 - The Owner and Architect must approve any subsequent substitutions of key team members.

4. Safety Information

- Confirm the existence of a comprehensive safety program and briefly describe how it has been effectively used.
- Provide your accident rate for the past three years.
- Provide a letter on the firm's insurance company's letterhead stating the Workers' Compensation Experience Modification Factor (EMF) for the past three years.

5. Financial Information

- Once shortlisted, the bidders will be required to provide financial information as required on AIA form A305 Contractor Qualification Statement.

6. Fee Proposals

- Once shortlisted, the bidders will be required to provide a fee proposal for preconstruction services and proposed fee for services to the City. This shall be delivered at the interview.

Evaluation and Selection

The Respondent Contractors will be evaluated against weighted criteria with respect to the depth of their relevant project experience and the qualifications and capabilities of the proposed project team.

The Short-listed Contractors will be contacted by the Selection Committee to schedule a brief presentation and interview which will be evaluated against weighted criteria with respect to the overall presentation of the firm, project team, management systems and project approach.

- Subcontractor pre-qualifications will also be evaluated and scored in the overall matrix.
- After all the above have been evaluated, the bids will be unveiled and factored into the weighted criteria.

For final Contractor Selection, the cumulative scores of all the above will be the basis for determining the Construction Manager/Contractor. A sample of the Evaluation Matrix is attached for reference.

Additional Conditions

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The Owner is not obligated to request clarifications or additional information but may do so at its own discretion. The Owner reserves the right to extend the deadline for submittals, to waive technicalities and formalities, and to reject any or all submittals received.

Upon receipt of a submittal by the Owner, the submittal shall become the property of the Owner for disposition or usage by the City of Dublin at its discretion. The details of the submittal documents will remain confidential until final award.

The Owner assumes no responsibility or obligation to the Respondents for costs associated with the preparation or submission of the submittals.

**Dublin Water Works
Evaluation of Qualifications**

Criteria	Weight	Team A	Team B	Team C	Team D
Prequalification Package					
Description of Firm	15%				
General firm experience					
Organization chart					
Experience					
Similar building type experience					
Complex roofing and flashing experience					
Similar project sizes/scopes					
Performance/cost, schedule, change orders					
Quality of workmanship					
Personnel					
Key personnel qualifications and experience					
Site superintendent resume					
Presentation/Interview/Personel	35%				
Description of Firm					
Organization Chart					
Personnel					
Key personnel qualifications and experience					
Roles and responsibilities in presented projects					
Project manager capabilities					
Site superintendent capabilities					
Subcontractor Qualifications	25%				
Project Costs	25%				

Exhibit F
Fee Proposal

[CMAR Fee Proposal Exhibit F.xlsx](#)