

**REQUEST FOR BIDS  
GENERAL CONTRACTOR TO MANAGE DESIGN-BUILD PROCESS  
FOR AGRICULTURAL & RESOURCE CENTER**

**Background**

Monroe County is in the process of new construction for the Monroe County Agricultural & Resource Center, with offices for Elections and a voting area, Extension Services offices, Sheriff Department offices, common facilities, and an arena. The County is seeking a general contractor with broad experience to provide design and construction management for this project that will utilize funds primarily from 2026 SPLOST. All project activities will be coordinated by Jim Hedges, Monroe County Manager, or his designee, on behalf of the Monroe County Board of Commissioners.

**Project Title for Identification Purposes**

Monroe County Agricultural & Service Center

**Scope**

The initial work documents required of the selected individual or firm will consist of initial building designs and cost estimates. These must be prepared in close communication with Monroe County. The general contractor managing the design-build process will be responsible for assuming design and construction risk from the owner. Monroe County expects an emphasis on cost control under this project. The contact for the project is Jim Hedges, who can be reached at (478)-994-7000, or by email at [jhedges@monroecoga.org](mailto:jhedges@monroecoga.org).

The following design-build services must be provided at a minimum:

1. Pre-construction assessment of facility needs, site surveys (as needed), and the community's project-specific goals.
2. Development of preliminary building drawings into detailed building design and schematics. This process should result in a guaranteed maximum price for Monroe County, a project schedule and final contract drawings.
3. The securing of all necessary permits and clearances as applicable to comply with state and federal mandates. Plans and design drawings should reflect current design standards.
4. Job site preparations and selection of all appropriate subcontractors and quality vendors of building materials.
5. Complete construction management services including supervision/administration of construction, review and submission of payment requests, change orders, and other coordination with the construction team, including all subcontractors.
6. Construction close-out, final inspection, project certification, and coordination with Monroe County to ensure.

**Schedule**

To be considered, proposals must be received by 2:00 p.m. on December 4, 2025, at Monroe County Administration Building, Attn: Phyllis Jarrell, P.O. Box 189, Forsyth, GA. 31029, or hand delivered at 38 W. Main Street, Forsyth, GA. 31029. All proposals must be sealed and should be clearly labeled "Monroe County Agricultural & Service Center". Any proposals received after 2:00 p.m., December 4, 2025, or at any location other than Monroe County Administration Building, Attn: Phyllis Jarrell, 38 W. Main Street, Forsyth, GA. 31029, will not be considered.

## **Proposal Contents**

Proposal responses will receive an initial evaluation of the proposals, and those evaluations will be submitted to the Monroe County Board of Commissioners for final selection.

Respondents are requested to include letterhead pages immediately behind the cover letter that briefly, directly, and exactly answers the following evaluation criteria questions:

1. Your individual or firm's experience, particularly with projects similar to this one. Please refer to specific pages in the proposal that answer each category of experience. References must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects.
2. Your individual or firm's prior experience with Monroe County. Please refer to specific pages in the proposal that answer each category of experience.
3. At a minimum, the individual or firm's proposal should also provide the following information:
  - a. A brief history of the individual or firm and principal personnel including resumes of the principals.
  - b. The length of time the individual or firm has been providing the specific kind of design-build construction delivery services requested herein.
  - c. The name(s) and professional experience of the individual or firm's key personnel who will be assigned to this project. Firm must also state how much direct experience the personnel assigned to this project has had with similar projects.
  - d. Cost schedules for general services, in addition to cost schedules for additional services.
  - e. Fees for reimbursable expenses, if applicable.
  - f. The individual or firm must provide a sample professional services contract.
  - g. A proposed plan to implement the project.
  - h. A written release authorizing all investigations necessary.

## **Selection**

Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements. All qualifications will be evaluated in terms of experience, capacity to complete the project, and project approach. Past performance on other projects may be assessed in terms of timeliness, completion within budget, and other factors.

The successful respondent will be notified by telephone and in writing on or before December 17, 2025.

## **Disclaimer**

Monroe County reserves the right to accept or reject any or all proposals. Monroe County is an Equal Opportunity Employer.