

# Request for Proposal (RFP)

Request for Proposal (RFP)

to provide

Construction Professional Services (CP)

For

Washington County School District

**Renovation of and addition to T.J. Elder Middle School**

Copies of the RFP are available by e-mailing a request for the RFP to:

TJ Elder CP RFP

Attention: Kim Ross, Project Administrator

Goodwyn Mills Cawood, Inc.

6120 Powers Ferry Rd, NW Suite 350

Atlanta, GA 30339

[Kim.ross@gmcnetwork.com](mailto:Kim.ross@gmcnetwork.com)

Or by accessing the school website at:

[Washingtoncountyschoolsga.org](http://Washingtoncountyschoolsga.org)

Return RFP submissions to:

**Washington County School District**

**Attn: Vicki Frost**

**501 Industrial Drive**

**Sandersville, Georgia 31082**

**The Washington County Board of Education reserves the right to reject any and all proposals and to waive technicalities**

Solicitation Issue Date: 3/13/2023

**Proposal Packages Due: April 13<sup>th</sup>, 2023 @ 2:00pm**

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**REQUEST FOR PROPOSAL**  
**Construction Management at Risk (CP) Services**  
for  
**Renovation and Addition to T.J. Elder Middle School**  
  
**902 Linton Rd South, Sandersville, Georgia 31082**

The Washington County Board of Education (WCBOE) (Owner), is soliciting proposals from Construction Firms interested in providing Construction Management at Risk (CP) services for the **Renovation and Addition to T.J. Elder Middle School** project. This Request for Proposals (RFP) seeks to identify potential providers of the above-mentioned services. All respondents to this RFP are subject to instructions communicated in this document, and are cautioned to completely review the entire RFP and follow instructions carefully. The Owner reserves the right to reject any proposals, and to waive technicalities and informalities at their discretion.

**1. GENERAL PROJECT INFORMATION**

Project Description: Refer to Exhibit A for the "Project Description/Scope of Work".

**Project Delivery Method**

The Delivery Method for the Project will be Construction Manager-at-Risk (CP), and, at a minimum, the Owner will also directly employ the services of a Design Professional in addition to the services of the CP.

During pre-construction, the CP will be responsible for cost estimating, working with the Design Professional for value engineering, as well as maintainability and constructability issues.

**Project Budget**

For preliminary budgets, please see Exhibit A "Project Description/Scope of Work". As part of the CP services, the CP will evaluate the Scope of Work and determine a developmental budget for the project, and assist in prioritizing the Owner's needs. The final construction budget will be determined by the prioritization of the Work, and the available funding. The Scope of Work may be revised by the Owner due to programmatic requirements, funding availability, or other circumstances.

**Project Schedule**

The selection of the CP is anticipated to be finalized in May of 2023. Preconstruction services are expected to begin immediately upon execution of the contract with the CP. Construction services are expected to begin upon execution of a Guaranteed Maximum Price (GMP) amendment to the CP contract. (All of the dates herein are estimates which are subject to change.) Work described will begin in June, 2023 with a timeline to be determined by the Design and Construction team.

**2. CONSTRUCTION PROFESSIONAL SERVICES REQUIREMENTS**

The CP will be expected to work collaboratively with the Design Professional to provide preconstruction services which may include, without limitation, technical review, cost verification, cost evaluation, value engineering, schedule development, and schedule evaluation, in addition to management of the construction. In addition, the CP 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 predetermined GMP and schedule. The successful CP will be required to work collaboratively with the Owner's consultants.

**3. CONTRACT INFORMATION**

The contract format will be an Actual Cost plus a Fixed or percentage Fee not to exceed the Guaranteed Maximum Price (GMP) Agreement. During Pre-Construction, the CP will be responsible for pricing, value engineering, and maintainability and constructability issues. Construction will commence with the release of distinct work packages based on the design documents. The CP shall select all construction subcontracts by competitive selection using cost and other factors, with Owner approval of each subcontractor. The contract may have liquidated damages.

**Form of Agreement**

The agreement between the Owner and the CP shall be the "AIA Document A133-current edition - Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of Work

Plus a Fee with a Guaranteed Maximum Price", along with the Owner's modifications. The General Conditions for the project shall be as described in "AIA Document A201-2007 - General Conditions of the Contract for Construction", along with the Owner's modifications and Supplementary Conditions. The General Requirements of the CP contract and general conditions are not open for negotiation. The construction services will be on an actual cost basis with all savings under the GMP, including unused contingency, returned to the Owner.

#### 4. SELECTION PROCESS

Selection of the CP will be a qualification/fee proposal evaluation process. Selection of the CP will be a two-step process. The first step will be a qualification-based process, which will result in up to five (5) firms being selected for the second interview-based step. The second step will be an interview process with a fee proposal. Negotiation will begin with the top ranked firm first. The two phases of the process will be scored independently as indicated later in this RFP.

#### 5. SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated will be current standard time in Sandersville, Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

##### RFP Time Line:

- |   |                      |
|---|----------------------|
| 1) Owner issues public/website advertisement of RFP:                          | March 13, 2023       |
| 2) Mandatory Pre-Proposal Conference (10:00AM Eastern):                       | March 24, 2023       |
| 3) Deadline for written questions/requests for clarification (see Section 7): | March 28, 2023       |
| 4) Response to Questions to Proposers:  | March 30, 2023       |
| 5) Deadline for submission of Proposal (2:00PM Eastern):                      | April 13, 2023       |
| 6) Owner completes evaluation, and issues notification to finalist firms by:  | April 18, 2023       |
| 7) Committee interviews finalist firms:                                       | April 25, 2023       |
| 8) Contract negotiations with Selected Applicants:                            | April 28-May 3, 2023 |
| 9) School Board / District approval of CP selected:                           | May 4, 2023          |

#### 6. MANDATORY PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be conducted by the Owner, and attendance of finalist firms is mandatory. The Conference shall be held at the T.J. Elder Middle School, 902 Linton Rd South, Sandersville, Georgia 31082. The date for the conference and site visit will be as listed above. ***The Owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the conference by the scheduled start time. Failure to attend a mandatory conference will automatically result in disqualification from the selection process.***

#### 7. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Questions will be considered after **March 28, 2023**. Questions about any aspect of the RFP, or the project, shall be submitted in writing (e-mail only) to:

**kim.ross@gmcnetwork.com**

The deadlines for submission of questions relating to the RFP are the times and dates shown in the (Schedule of Events - Section 5). **All relevant questions and requests for clarification received by the Architect and the corresponding responses will be posted on the Owner's website and will be distributed by the Architect to those who requested Documents through the date listed in Section 5, as an addendum to the original solicitation for services.** From the issue date of this solicitation until a successful proposer is selected and the selection is announced, respondents are not allowed to communicate for any reason with any members or employees of the Owner except for submission of questions as instructed in the RFP, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner shall reserve the right to reject the proposal of the

offending proposer.

## 8. STEP 1: SUBMITTAL REVIEW PROCESS

### Proposal Review

This RFP is issued for the purpose of acquiring Proposals from prospective Construction Managers-at-Risk. A selection will be made by a Selection Committee consisting of representatives of the Owner. The Selection Committee will receive and review Proposals submitted in response to this RFP. To be deemed eligible for evaluation, firms must meet the following minimum qualifications:

### Minimum Qualifications Required (evaluated on a pass/fail basis by the selection committee)

- The firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
- Firm must have sufficient bonding capacity for anticipated total cost of work. Provide a letter or other supporting documentation from a bonding company indicating the firm's capacity to bond the project.
- Firm must have a current Contractor's Public Liability Insurance policy and must be insurable in at least 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 \$10,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual contract.) Provide your current insurance certificate.
- Firms must have all necessary, valid and current licenses to do business in the State of Georgia. Provide a copy of your GC license, business license and Georgia Certificate of Existence.
- Firm must demonstrate sufficient cash flow to undertake the project as evidenced by a current ratio (current assets/current 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.
- The firm or its principals have not been terminated for cause or currently in default on any public works contract.

The firms must provide a sworn statement attesting to compliance with the minimum criteria listed above and provide supporting documentation as requested further in the process in accordance with deliverable (A) A-1 below in this RFP.

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

### Criteria for Evaluation of Phase 1 Submittal

*15% Factor:* Stability of the firm, including the firm's corporate history, resources, form of ownership, litigation history, financials, etc.

*25% Factor:* Firm's relevant project Experience and Qualifications, including the demonstrated ability of firm in effective management of construction of facilities comparable in complexity and function, for public owners.

*20% Factor:* Firm's Suitability to provide services for project, including the firm's apparent fit to the project type, delivery method, any unique qualifications for the project, current and projected workloads, describe your firm's plan for competitively selecting subcontractors. Additional factors for a firm's suitability will include the construction manager's office location/proximity to the project, and current/recent project workload.

*20% Factor:* Proposed Project Team's Relevant Experience and Qualifications: Experience of the project manager and superintendent on completed projects of similar type, and complexity; Assigned team's experience with effective budget and schedule control plans for this project; Provide information regarding percentage of the primary team member's time will be committed to this project.

*20% Factor:* Quality of Proposed Management Plan: The firm's cost and schedule management plans; Firm's approach for managing changes within the stated cost and schedule limitations; Firm's approach for

competitively administering and evaluating bid packages; The firm's subcontractor management plan; The firm's quality assurance program and plan; The firm's close-out plan; The firm's work force plan; The firm's safety plan and site logistics plan for proposed project.

## 9. INSTRUCTIONS FOR PREPARING SUBMITTAL

Each submittal shall be identical and include a transmittal letter. Submittals must be typed on standard (8- 1/2" x 11") paper. The pages must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to forty (40) double-sided pages or less using a minimum of an 11-point font. Any exhibits, affidavits or other enclosure information called for may be included in an appendix and will not count toward the limit. Tab sheets also do not count toward limit. Each submittal shall be prepared simply and economically, providing straightforward, concise delineation of respondent's capabilities. Emphasis must be on completeness, relevance, and clarity to content.

To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. **The content of all Proposals must be categorized and numbered as outlined below and be responsive to all requested information:**

### PROPOSAL

#### A. Stability

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, include information about the parent company and branch office separately. Identify the office from which project will be managed and proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business.

A2- Briefly describe the history of your firm(s). Provide general information about the firm's establishment, personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices that will be directly involved with this Project.

A3- Please disclose whether or not the firm has been involved in any litigation with an Owner or Architects during the past five (5) years. List any active or pending litigation and provide a thorough explanation of its scope. List any claims against your firm or against Owners where your firm is named.

A4- List the firm's annual average gross revenue for each of the past 5 years. Supply main financial and banking references.

A5- Please provide information as to whether or not your firm has ever been removed from a contract for cause OR failed to complete a contract as awarded?

A6- The firm, in order to be deemed eligible for further evaluation, will issue the following statement asserting that the firm meets the minimum qualifications required for this project (supporting information is requested and can be included as an Appendix in the Proposal). The SIGNED statement shall read as follows:

- a. We certify our firm, or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
- b. We certify that our firm has sufficient bonding capacity for anticipated total cost of work. Provide a letter or other supporting documentation from a bonding company indicating the firm's capacity to bond the project.
- c. We certify our firm has a current Contractor's Public Liability Insurance policy, and our firm is 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 \$10,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual contract.) Provide your current insurance certificate.

- d. We certify our firm has all necessary, valid and current licenses to do business in the State of Georgia. Provide a copy of your GC license, business license and Georgia Certificate of Existence.
- e. We certify we have sufficient cash flow to undertake the project as evidenced by a current ratio (current assets/current liabilities) of 1.0 or higher.
- f. We certify 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. Firm must provide a letter or other supporting documentation.
- g. We certify the firm, or its principals have not been terminated for cause or are currently in default on any public works contract.

**B. Experience and Qualifications**

B1- Provide information on the firm's experience on projects of similar function, and complexity (similar type of construction). Describe 3-5 projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the Work. For each project, provide the following information:

- a. Project name, location and dates during which services were performed.
- b. Brief description of project and physical description (delivery method, cost, square footage, number of stories, type of foundation, structural system, envelope, site area).
- c. Services performed by your firm.
- d. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
- e. Owner/Architect contact information.
- f. Explanation as to how the highlighted project relates to the current Project being considered. If the firm has multiple offices, indicate the office responsible for each highlighted project

**C. Statement of Suitability**

C1- Provide any information that may serve to differentiate your firm from other firms regarding 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 main office to project location, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.

C2- Provide information on any special services, such as BIM capabilities or other digital technologies, project management systems, sustainability certifications, or other capabilities offered by the firm that may be relevant and available for this project.

**D. Qualifications and Experience of Proposed Project Team**

D1- Describe your firm's proposed organization for the construction management team including, project executive, project director, project manager, superintendent, cost estimator, etc., who will manage the project. Please designate the specific individuals to fill the following key roles on your team:

- a. Superintendent(s)
- b. Project Manager
- c. Project Executive / Project Director
- d. Cost Estimator
- e. Other (please describe, if applicable)

D2- Please provide, for each of the above personnel, current resume listing relevant project experience, percentage of the person's time to be committed to this project, current and projected workloads, and his/her office location in relation to project location.

D3- Please identify the individual who, from project start to finish, will be the leader of your construction team and the principal point of contact between your firm and the Owner, the Architect, 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. Provide information on his/her current and projected workloads, and his/her office location in relation to project location. This individual's competence, his/her leadership, location, and his/her ability to achieve customer satisfaction will be heavily considered in the selection of a construction management firm.

- D4- Provide an organizational chart showing the lines of responsibility and accountability for your team and proposed sub-consultants.
- D5- Provide examples of your recent experience as General Contractor or CM at Risk in constructing facilities similar to this project, including the following information:
- a. Provide photographs of similar projects your firm/team completed in the past five (5) years.
  - b. Provide a written reference from the Architect/Owner (with current contact information) familiar with your performance on each of the above projects. Provide a Program Manager reference (if applicable).
  - c. List the individuals who served as the Project Executive/Director, Project Manager, Superintendent, and Cost Estimator on the projects. Please note whether these individuals are still employed with your firm.
  - d. Indicate those projects where an architect, engineering consultant, and CP served a corporate or public client as a team.
  - e. Provide information about the two most recent similar projects your firm has completed. Include the total quantity of change orders and net total cost increase of change orders to the project. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of an Owner's representative (with a current phone number) who is most familiar with your performance on the project.

**E. Management Plan**

- E1- With regard to your firm's expected role in the project, please provide:
- a statement of your definition of the role,
  - your anticipated level of management responsibility and accountability for project concerns.
- E1.1 Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the Architect, Owner, and other stakeholders as applicable.
- E1.2 Describe your procedures for routine solving of complex project issues without compromising your team commitments.
- E1.3 Provide your proposed methods and plans of communication.
- E2- Describe your firm's approach to providing pre-construction services on this project.
- E3- Provide your cost management plan for controlling costs on this project within the GMP during construction. Describe your systems and procedures for controlling costs during construction.
- E4- Provide your change order management plan for managing cost and schedule exposures within the stated limitations.
- E5- Provide your procurement and workforce plan including details on your plan to assure local opportunity. Describe how your firm intends to arrange the construction into bid packages in order to maintain The Owner's schedule and budget objectives.
- E6- Provide your schedule management plan for this project during construction. Describe systems and procedures your firm uses to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.
- E7- Provide your subcontractor management plan including, contract document compliance procedures, project accounting procedures, issue resolution and compliance with Security and Immigration Compliance Act OCGA 13-10-91 – as it relates to subcontractor compliance with the requirements set forth therein ensuring compliance with the federal work authorization program.



E8- Provide your closeout management plan for this project. Describe your systems and procedures for your closeout plan.

E9- 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 quality workmanship

E10- Provide your safety and site logistics plan for this project. Describe your plan for working around existing operations and for site access. Provide your accident incident rate for the past three (3) years, using the following formula: Incident Rate = # of Injuries x (200,000) / # Total Man Hours

E11- Provide your plan for applying any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

## 10. SUBMITTAL OF PROPOSAL RESPONSE

All responses must be sealed in an opaque envelope or box, and reference to the **CP Services RFP for T.J. Elder Middle School** on envelopes or boxes and addressed to the addresses below. Proposals must be physically received by the Owner prior to the deadline indicated in the Schedule of Events (Section 5 of RFP) at the exact address below:

Proposers should deliver **nine(9) hard copies and one(1) electronic copy** (.pdf format on a portable USB memory stick) of their Proposal submittal to:

**Ms. Vicki Frost  
Purchasing Manager  
Washington County School District  
501 Industrial Drive  
Sandersville, Georgia 31082**

It is the sole responsibility of the Proposers to assure delivery to the noted locations by the published deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No Proposal submittals will be accepted after the time stipulated above. Proposal submittals will not be accepted via facsimile or e-mail.

It is the responsibility of the Proposers to examine the entire Request, seek clarification in writing, and review their proposal for accuracy before submitting a response. Once the deadline has passed, all submittals will be final.

All expenses for preparing and submitting responses 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 proposal documents will remain confidential until final award.

## 11. PHASE 2: INTERVIEW AND FEE NEGOTIATION PROCESS (for Finalists only).

Phase 2 - CP Selection, will be initiated by invitation to the qualified finalists by the Selection Committee (determined in Phase 1 from evaluation of Proposal) for interviews to be conducted by the Owner. The successful CP will be determined from the interview evaluation and a successful fee negotiation process.

## 12. SUBMITTAL OF FEE PROPOSALS

Fee Proposals must be submitted separately at the scheduled interviewing firm's allotted time, signaling the beginning of that time, in a sealed envelope, with the Proposal. **Firms must use the attached "Fee Proposal" forms (Exhibit B, attachment A & B) for their fee proposal.** Understand that this proposal constitutes a starting point for negotiation toward an eventual agreement on fees. The submitted fees will be evaluated inclusively with the Interview as part of the grading process described below.

### 13. PRESENTATION/ INTERVIEW INFORMATION

#### Interview Format

Firms selected to make presentations shall be notified by the Invitation to Interview letter issued by the Selection Committee or Architect. The Invitation to Interview letter shall designate a place and time for the interview session. The Invitation letter will specify the manner in which the presentations will be conducted.

Electronic presentations, such as PowerPoint presentations, are allowed but may not comprise more than 20 minutes of the 30-minute presentation. The Owner will have a screen available in the interview room. Nevertheless, presenters must be prepared with their own projector and computer. The presentation may include flip charts, boards, or any other media the CP may need to communicate their abilities, along with the oral presentation.

The interviews may be conducted by the members of the Washington County Schools project team and invited attendees of the team's discretion. Each interviewer will grade and judge the firms to determine the top ranked firm. Firms are encouraged to briefly describe their general company history and any other information that is relevant to the presentation. All key personnel should be present at the interview, including at a minimum, the project superintendent, project manager and project executive.

#### Interview Requirements

The primary intent of the formal interview process is to provide Washington County Schools with in-depth and clarifying information about the firm. Information provided should assist the Owner in making an informed decision as to the proposer best suited for the work.

Firms should focus their presentations on:

- Describing their detailed plan for managing the construction, cost, schedule, and quality on the Work
- Unique characteristics or services the firm offers, particularly in relation to this project; and,
- Firm's concepts or plans for the division of the project into separate packages for bidding and award.

### 14. FINAL EVALUATION AND SELECTION

Upon completion of the evaluation of interviews, proposers will be ranked in descending order of recommendation. In the event a satisfactory fee cannot be reached with the highest-ranking firm, the Owner will formally terminate the negotiations in writing and begin negotiation with the second highest-ranking firm, and so on until a mutually agreed upon fee is established. Once the successful CP and the agreed upon fee have been determined, a CP services contract will be awarded by the Owner.

#### Criteria for Evaluation of Interviews

*30% Factor:* Firm's Suitability to provide services for project, including the firm's apparent fit to the project type, delivery method, any unique qualifications or capabilities related to the project, current and projected workloads, describe your firm's plan for competitively selecting subcontractors.

*30% Factor:* Proposed Project Team's Relevant Experience and Qualifications: Experience of the project manager and superintendent on completed projects of similar type, and complexity; Assigned team's experience with effective budget and schedule control plans for this project.

*30% Factor:* Quality of Proposed Management Plan: The firm's cost and schedule management plans; Firm's approach for managing changes within the stated cost and schedule limitations; Firm's approach for competitively administering and evaluating bid packages; The firm's subcontractor management plan; The firm's quality assurance program and plan; The firm's close-out plan; The firm's work force plan; The firm's safety plan and site logistics plan for proposed project.

*10% Factor:* Fee Proposal: The fee proposal will be rated after all fees proposals have been received by the interviewers at their assigned times. A total of 10 points will be awarded to the lowest fee percentage proposal, with each other proposal being awarded points based on the following formula:

$$\text{Points awarded} = (\text{Lowest proposed fee} / \text{Current proposed fee}) * 10$$

## 15. ADDITIONAL TERMS AND CONDITIONS

### Deadlines

The deadline for submission of questions relative to the RFP is the time and date shown in the Schedule of Events (Section 5). All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled and answered in writing and issued directly to all proposers via E-mail. There will be no exceptions to the RFP requirements. No requests for deadline extensions will be considered.

### Confidentiality

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 proposal documents 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 proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, 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 Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal 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) to determine if a mutually acceptable contract may be reached.
- Any contract awarded will include the required provision of O.C.G.A. 20-2-506. In addition, a termination for convenience provision will be included.
- The requirements of this RFP and proposal submitted in response, as agreed to by Washington County Schools, shall be incorporated into the contract for services.
- Respondents to this RFP agree to waive any claims they have or may have against the Owner, its employees, agents, members, representatives and legal counsel, arising out of or in connection with the: (1) administration, evaluation, recommendation or selection of any proposal; (2) waiver of any representations under the proposal or documents; (3) approval or rejection of any proposal; and (4) award of a contract.

### Reciprocal Preference Law

Pursuant to O.C.G.A. 13-10-3, for the purpose of determining residency, a Georgia resident business shall include:

- (1) Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal
- (2) (or) a new business that is domiciled in Georgia which regularly maintains a place from which business is physically conducted in Georgia (provided) that a place of business shall not include a post office box, site trailer or temporary structure.

Whenever the state contracts for public works construction, materialmen, CPs, builders, architects, engineers and laborers resident in the State of Georgia are to be granted the same preference over materialmen, CPs, builders, architects, engineers and laborers resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other states.

### Joint-Venture Proposals

The Owner does not desire to enter into "joint-venture" agreements with multiple firms. In the event two or more firms desire to "team up" it is strongly recommended that one incorporated firm propose and maintain status as the contracted lead firm with the remaining firms participating as major consultants to the lead firm.

### Immigration Reform Compliance Requirement.

The successful Proposer will be required to certify compliance with the Immigration Reform and Control 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 one of the (2) following provisions 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:

- 1) The CP warrants that CP has complied with the Immigration Reform and Control Act of 1986 and the Georgia Security and Immigration Compliance Act by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees;
- 2) The successful proposer shall comply with the stipulations cited in Security and Immigration Compliance Act OCGA 13-10-91. with respecttotheproperfederal authorizations regardingtheright to work for subcontractors and CPs.

**E-Verify: CP Affidavit under O.C.G.A. § 13-10-91(b)(1)**

The successful Proposer will be required to submit an Affidavit verifying its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the firm or corporation which is engaged in the performance of services on behalf of the Washington County Board of Education has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the CP will continue to use the federal work authorization program throughout the contract period and will contract for the physical performance of services in satisfactory of such contract only with subcontractors who present an affidavit to the CP with the information required by O.C.G.A. § 13-10-91(b). The affidavit shall include the CP's Federal Work Authorization User Identification Number and date of authorization.

**Statement of Agreement**

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Proposal (RFP), and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the RFP with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein.

## EXHIBIT A

### Project Description / Scope of Work\*\*

#### Washington County Schools – T.J. Elder Middle School Construction Manager at Risk

Project may include, but not limited to (all information herein subject to change):

#### PHASES:

1. Pre-Construction
  - Reviewing ideas and suggestion offered by the Owner and the Architect with regard to feasibility or constructability.
  - Evaluate designs with respect to constructability issues.
  - Provide cost-estimating periodically throughout the design process and evaluate value-engineering opportunities.
2. Bidding and Awarding
  - Arrange bid packages.
  - Develop requirements to assure time, cost, and quality control during construction.
  - Provide a provisional construction schedule for issuance with the bid package.
  - Identify bidders and generate bidder interest.
  - Schedule and conduct pre-bid conferences in conjunction with the Architect and representatives from Washington County Schools.
  - Advertise and distribute bidding documents in accordance with applicable federal and state laws, rules and regulations.
  - Monitor bidder activity.
  - Review and analyze bids and recommend awards.
  - Update the construction schedule at regular intervals.
3. Construction
  - Maintain on-site staff for construction management.
  - Establish and maintain coordinating procedures.
  - Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction and occupancy.
  - Conduct and record job meetings.
  - Prepare and submit change order documentation for approval of the Architect and Washington County Schools.
  - Maintain a system for review and approval of shop drawings.
  - Maintain records and submit reports to Architect and Washington County Schools.
  - Maintain quality control and ensure conformity to contract documents.
  - Provide cost control through progress payment review and verification according to the approved schedule and contract amounts.
  - Coordination of post completion activities, including the assembly of guarantees, manuals, and the Owner's final acceptance.

#### RENOVATIONS / MODIFICATIONS:

Washington County Schools intends to renovate T.J. Elder Middle School:

1. Exterior Work
  - a. Removal of the failing EIFS cladding and replacement with new rigid insulation, weather barrier, and a panelized cladding system yet-to-be-determined. This may require some light gauge metal framing replacement where the existing has corroded due to water intrusion, particularly at roof eaves.
  - b. Replacement of the gutters and downspouts, and correction of various flashing details and deficiencies at the perimeters of the metal roof system.
  - c. The metal roof system will need to be addressed for leak and deterioration issues. At this time it is not known whether this will entail a repair and sealant strategy or a replacement of the roof

- system. Guidance from the CP will be required based on cost and suitability of solution.
- d. Construction of a security vestibule and entry area outside the existing building entry, approximately 1000 sf, including access control, security glazing, and MEP/FP systems.
- e. Construction of a new decorative bus drop off canopy and landscaped area, with associated site improvements such as benches and lighting.
- f. Construction of a masonry outbuilding near the athletic fields containing restrooms and a storage room of approximately 1000 sf.

2. Interior Work

- a. Throughout (excluding Gymnasium and cafeteria kitchen area)
  - i. Complete lighting replacement with LED fixtures
  - ii. Replacement of water fountains with bottle filler models
  - iii. New paint and wall base
  - iv. New ceilings; primarily ACT with some decorative ceilings in primary circulation areas
  - v. New low-voltage wiring and wireless networking system
  - vi. Evaluation and possible replacement of hollow metal entry doors at ends of classroom wings.
- b. Classrooms
  - i. Replacement of VCT flooring with SVT/LVT
  - ii. New door panels and hardware, frames to remain
- c. Restrooms
  - i. New epoxy flooring with integral cove base
  - ii. New fixtures, compartments, and toilet accessories
  - iii. New door panels and hardware
- d. Cafeteria assembly area
  - i. SVT/LVT flooring
  - ii. Extension of stage, new main, front, side, and back curtains, sound system, dressing areas (2 @ 250 sf)
- e. Administration area
  - i. Renovation of front reception space, open to corridor, with new access controls coordinated with the security vestibule addition.
  - ii. New carpet in office and conference areas
- f. Media Center
  - i. Complete gut renovation, including shelving, casework, floor/wall/ceiling finishes, lighting, rework of MEPF systems.
- g. Student Commons area
  - i. Complete gut renovation, including floor/wall/ceiling finishes, lighting, rework of MEPF systems.

**SCHEDULE:**

The goal of Washington County Schools is to be complete by the beginning of the 2024-2025 school year. The project schedule will need to be developed around the operations of the school district with that end date in mind. Design and permitting of the project are intended to be completed by August of 2023. Part of the scope of work for the CP will be developing a phasing plan for the project to allow the most disruptive work to be undertaken during times when the students are not present (Summer/Winter/seasonal breaks, nighttime as needed), and to work around and accommodate the operations of the school during the school year.

For purposes of fee establishment, assume that the CP’s preconstruction work for the project will begin with an initial estimate at the conclusion of the Schematic Design phase in early May 2023 and continue through permitting and development of the GMP.

**\*\* Scopes of work are subject to change as directed by and at the discretion of Washington County Schools.**

**EXHIBIT B**

**Washington County Schools – T.J. Elder Middle School  
Construction Manager at Risk**

**CP FEE PROPOSAL (PHASE 2 ONLY)**

**1. CP'S FEE:**

Basis of Fee. The **CP's** fee is the amount, established by and agreed to by both parties, which is the full amount of compensation due to the **CP** as gross profit, and for any and all expenses of the Project not included and identified as a Cost of the Work, provided that the **CP** performs all the requirements of the Contract Documents within the time limits established.

**A. PRECONSTRUCTION FEE:**

Preconstruction Fee. For the preconstruction consulting services provided, inclusive of all overhead, the Owner shall pay to **CP** a Preconstruction Fee:

	TOTAL
Preconstruction Fee (fixed fee) for (Design Development through Permitting)	Total \$ amt:

**B. CONSTRUCTION FEE:**

Construction Fee. Representing the Gross Overhead and Profit, General Conditions, Insurance & Bonding, and associated non-permitting-related fees for the construction phase services provided by **CP**, the Owner shall pay to **CP** a Construction Fee.

	TOTAL
Construction Fee (percentage) (Assume an \$8,000,000.00 construction cost)	Percentage: Total \$ amt:

**2. CP'S EXPENSES (Preconstruction and Construction):**

The CP's Reimbursable Costs. The maximum amount for the **CP's** Preconstruction Expenses and Construction Phase Expense Costs is inclusive of all direct reimbursable and incidental expenses.

Maximum Preconstruction Expenses	\$
Maximum Construction Expenses	\$
<b>Total Maximum CP Expense Allowance</b>	\$

**3. TOTAL FEE PROPOSAL (Total of Sections 1 and 2): \_\_\_\_\_**

\_\_\_\_\_  
CP Legal Name

By: \_\_\_\_\_  
Signature of **CP** Officer

\_\_\_\_\_  
Title of **CP** Officer