

WARE COUNTY BOARD OF EDUCATION

REQUEST FOR PROPOSAL (RFP) for CONSTRUCTION MANAGEMENT SERVICES PROPOSAL OUTLINE

Invitation and Overview of Project

The Ware County Board of Education seeks to hire a Construction Professional for Modifications at the Ware County High School. The program will include the following scope of work:

FINISHES

1. The Acoustical Ceilings scope of work includes removal and replacement of approximately 4,600 sf of acoustical ceilings for the replacement of WSHP's located above ceiling, removal and replacement of approximately 53,500 sf of acoustical ceilings for the installation of new HVAC piping, and removal and replacement of approximately 25,000 sf of additional acoustical ceilings for the installation of new ductwork for the dedicated outside air systems.

MECHANICAL

1. The HVAC scope of work includes the removal and replacement of all existing HVAC equipment. New piping will be installed. New dedicated outside air systems (DOAS) will be installed.

ELECTRICAL

1. The Electrical scope of works includes electrical disconnection from existing HVAC equipment and reconnection (with new disconnects) to new HVAC equipment.

KITCHEN

1. The scope of work will include all work required to replace, with new equipment, the existing cooler/freezer and the existing hood and associated exhaust system.

SCHEDULING

1. The Owner anticipates the work to be performed over two summers (2020 and 2021) mitigating to the greatest extent possible interruption of school functions. Working during holiday periods will be acceptable as well. The selected Construction Professional will provide construction scheduling to meet the listed criteria.

Selection of a Construction Professional shall be based on qualifications, experience and record of performance on similar K-12 educational construction programs in Georgia. The form of agreement shall be AIA Document A121 CMc Standard Form of Agreement Between Owner and Construction Professional where the Construction Professional is also the Constructor. Fees for

professional services shall be negotiated between the selected Construction Professional and the Ware County Board of Education.

Information to Construction Professionals

The Ware County Board of Education desires to hire a Construction Professional to deliver the professional services as described.

I. **Preconstruction Phase:**

The Construction Professional shall provide an overall project schedule to include the design phase by the Owner's Architect and construction activities. The schedule shall provide adequate detail of the design phase and construction sequences for the project as required to achieve Ware County Board of Education's desired construction completion for each component of the project.

Furthermore, when requested by the Ware County Board of Education, the Construction Professional shall provide services as described in Article 2.1 and shall establish a Guaranteed Maximum Price (GMP) in accordance with Article 2.2 of the Form of Agreement.

II. **Construction Phase:**

For this program, the Construction Professional shall function as an independent contractor and shall hold and administer all subcontracts for each project. Construction services may include, but are not limited to the following:

1. The Construction Professional will hold and administer all subcontracts and shall be responsible for all project administration including but not limited to; scheduling the work, verifying and approval of all required shop drawings and submittals, ordering and ensuring timely delivery of all required materials, enforcement of all OSHA safety regulations and approval of all material invoices and subcontractor pay requests. The Construction Professional will be responsible to provide and submit written verification a criminal background check has been provided for all personal on the site including all subcontractors and laborers. The Construction Professional must also submit written verification E-Verification has been provided for all personal on the site including all subcontractors and laborers.
2. The Construction Professional will be responsible for managing the site and coordinating all construction activities.
3. The Construction Professional shall be required to provide a Labor and Material Payment Bond and a Performance Bond, both in the form of AIA Document A311. Each bond shall be issued in an amount equal to 100% of the Guaranteed Maximum Price (GMP). The Bonding Company (Surety) must be listed on the Federal Register, licensed to do business in the State of Georgia, and have a minimum A.M. Best rating of A11.
4. The Construction Professional shall be required to provide all insurance coverage required by Article 8.1 of the Contract.

5. The Construction Professional shall be required to provide a price for Builder's Risk Insurance for the project and submit to the Owner prior to signing of the Contract.
6. The Construction Professional shall employ a competent superintendent, approved by the Owner, who shall remain on-site continuously during construction activities and have authority to act on behalf of the Construction Professional.
7. Prior to commencing construction, the Construction Professional shall be required to submit an overall project schedule utilizing Primavera, or approved scheduling software. The schedule shall include all construction activities and shall provide adequate detail to establish an acceptable and realistic construction sequence to achieve the required completion for each project phase. The schedule shall be updated and submitted to the Owner no less than once a month upon construction commencement.
8. The Construction Professional shall report to the Owner all construction contingency allocations and shall update and submit to the Owner a log of contingency allocations no less than once a month.

The competitive sealed proposals will be received and evaluated in accordance with the State of Georgia, including but not limited to Code Section 36-91-21, paragraph (c).

No proposal may be withdrawn for a period of forty-five (45) days after time has been called on the date of opening.

Qualifications and Submittal Format

Each proposal should contain the following information for review and consideration. Ware County Board of Education may reject proposals that are substantially incomplete or lack key information and reserves the right to reject any and/or all proposals. Percentages represent the category's worth in the overall scoring process to be used to determine the most advantageous Construction Professional for selection.

Evaluation Criteria

1. Letter of Interest
2. (5%) Firm History & Information – List contact information for your company's Corporate Headquarters as well as its Managing Office proposed for this program. Briefly describe your firm history (revenue, type of projects you build), its officers and executive management. Furnish an organizational chart for your entire firm's managing office, indicating the levels of responsibility and specific positions within the company.
3. (15%) K-12 Project Experience – Provide a list of ALL K-12 educational projects performed in the past ten (10) years in Georgia. Provide contact information for each School District listed.
4. (10%) K-12 Program Experience – Provide three (3) examples of managing a Board of Education's Capital Outlay Project With State Reimbursement Program in Georgia. Experience in a 5 Year Facility Improvements Program in Georgia will also be accepted.
 - A. List all projects.

- B. List total value of all projects.
 - C. Provide Owner and Design Professional Contact Information.
5. (15%) Contractor Project Manager and Experience – The Owner will require a single Project Manager as the sole source contact for the projects performed. The Owner will not accept multiple project managers for a single project. The Project Manager will be the sole contact with the Owner and Architect for ALL aspects of the project. The Project Manager will have a minimum of 15 years of Project Manager Construction experience and a minimum of five (5) years of experience involving K-12 State of Georgia DOE related projects. Provide a list of Project Manager(s) who will be available to be assigned to the Construction Project for the Ware County School System. Include resumes for each Project Manager with Owner and Architect references.
6. (20%) Recent Performance – Provide the following information for four (4) recently completed K-12 projects within Georgia.
- A. Brief project description including date services were provided.
 - B. Guaranteed Maximum Price (GMP) or Total Construction Cost
 - C. Change Orders. (List all change orders including amounts and a brief description of each)
 - D. Schedule Performance. (List Proposed Project Schedule and Actual Project Schedule)
 - E. Brief Safety Performance Description
 - F. Provide Owner and Design Professional Contact Information.
7. (10%) Safety Approach
- A. Provide a letter from your Insurance Company stating your firm's Workers Compensation Experience Modification Rate (EMR) for the past three years. (Firms with an EMR greater than 1.00 will not be considered for this program.)
8. (10%) References - Provide contact information for a minimum of five (5) k-12 educational clients we may contact regarding your work history performing work as a General Contractor. All references shall be from projects that have been completed within the past ten (10) years.
9. (5%) Claims History – List ALL litigations, arbitrations and mediations involving owners and design professionals in which the firm has been involved in the past five (5) years. Provide a brief description of each.
10. (5%) Financial Status –Provide reference from firm's primary financial institution.
11. (5%) Bonding Information -
- A. List the surety/bonding company to be used for this project.
 - B. Provide contact information for your bonding agent including a letter stating the firms bonding capacity.

Submission of Proposals

Proposals will be received until 11:00 AM EST, Thursday, January 9, 2020. To be accepted, all proposals are to be submitted, in sealed packages marked "Response to CM RFP". Proposals must be sent by U.S. Mail, courier service such as Federal Express or United Parcel Service or hand delivered. No proposals will be accepted via fax transmission regardless of time of delivery. **One (1) Original and four (4) copies of the proposal should be sent or delivered to:**

Response to CM RFP
Attention: Mr. Robert Benchoff
Ware County Schools
1301 Bailey Street
Waycross, GA 31501

A **Mandatory pre-proposal conference** will be held at the site at **11:00 AM EST, Friday December 27, 2019**. Offerers will meet at the main entrance Lobby of the Ware County High School, Waycross, Georgia.

Deadline for questions and clarifications of RFP is 5:00 p.m. EST Tuesday, December 31, 2019. Questions concerning the RFP should be e-mailed to dougnealarch@bellsouth.net Attn: Doug Neal. All correspondence must include the Proposers Company Name, contact name, address and phone number.

Ware County Board of Education intends to award the Construction Management contract to the most qualified firm based on the evaluation criteria listed above. Should Ware County Board of Education and the first firm selected fail to negotiate mutually acceptable fees for service, the Board shall abandon negotiations with the first firm and initiate negotiations with other firms in rank order, however the Board reserves the right to reject any or all proposals if deemed to be in the best interest of the Ware County Board of Education. The Owner reserves the right to waive any technicalities associates with this advertisement.