

Baldwin County School District
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Request for Proposal

#012-2021

Request for Proposal (RFP) for Construction Management Services

PERTINENT DATES

December 14, 2020 Request for Proposal Issued

January 6, 2021 2:00 pm Pre-Proposal Conference

Baldwin County Board of Education
110 N ABC Street
Milledgeville, GA. 31061

January 14, 2021 2:00 pm Proposals Due

Baldwin County School District

REQUEST FOR PROPOSAL #012-2021 Construction Management Services

Invitation and Overview of Project

The Baldwin County School District (the "District") seeks to hire a Construction Professional for renovations and modifications at Midway Hills Primary School (375 Blandy Road, Milledgeville, GA 31061), Midway Hills Academy (101 Carl Vinson Road SE, Milledgeville, GA 31061), and minor renovations at Lakeview Primary School (372 Blandy Road, Milledgeville, GA 31061). Selection of a Construction Professional shall be based on qualifications, experience and record of performance. The form of agreement shall be AIA Document 133-2009 Standard Form of Agreement between Owner and Construction Professional where the basis of payment is the cost of the work plus a fee with Guaranteed Maximum Price. Fees for professional services shall be negotiated between the selected Construction Professional and the District.

Information to Construction Professionals

The District desires to hire a Construction Professional to deliver the professional construction management at risk services described below for each project.

I. Preconstruction Phase:

The Construction Professional shall provide an overall project schedule for each project 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 each project as required to achieve District's desired construction completion for each component of the project.

II. Construction Phase:

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.
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, for each project when requested

by Baldwin County Schools. 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 Builder's Risk Insurance for the project.
6. The Construction Professional shall employ a competent superintendent 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 for each project site. 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.
9. The Construction Professional must provide separate schedule of values for each project listed. It is the discretion of the Construction Professional to bid the projects together and/or thru separate subcontractor bids but each projects fees and costs shall remain separated.

III. Qualifications and Submittal Format

Each proposal should contain the following information for review and consideration. District 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.

IV. BEST AND FINAL OFFER PROCESS

At the discretion of the Owner, but in conformity with the applicable provisions of Georgia law, offerers' found to be reasonably susceptible of being selected may be afforded an opportunity for subsequent discussions, negotiations and revisions of proposals for purposes of pursuing and obtaining best and final offer.

Scope of Work (Midway Hills Primary School)

- 1) Selective Demolition
- 2) Energy conservation, to include time devices, caulking and retrofit measures
- 3) Painting
- 4) Steel stud wall construction and gypsum wall board
- 5) Floor finish replacement
- 6) Restroom modernization
- 7) Lighting replacement
- 8) Roofing upgrades
- 9) Ceiling replacement
- 10) Minor casework replacement
- 11) HVAC system replacement
- 12) Landscaping

Scope of Work (Midway Hills Academy)

- 1) Selective Demolition
- 2) Energy conservation, to include time devices, caulking and retrofit measures
- 3) Painting
- 4) Steel stud wall construction and gypsum wall board
- 5) Floor finish replacement
- 6) Restroom modernization
- 7) Lighting replacement
- 8) Roofing upgrades
- 9) Ceiling replacement
- 10) Minor casework replacement
- 11) HVAC system replacement
- 12) Landscaping

Scope of Work (Lakeview Primary School)

- 1) Selective Demolition
- 2) Floor finish replacement in Gym and Cafeteria
- 3) Painting

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 project. 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%) Project Experience – Provide a list of ALL projects performed under contract in the past ten (10) years. Provide contact information for owner of each project listed.
4. (20%) Construction Management Project Experience - Provide two (2) examples of managing a Facility Improvement Project.
 - A. List all projects included in Project.
 - B. List total value of all projects.
 - C. Provide Owner and Design Professional Contact Information.
 - D. Provide an Owner's Statement of Reference.
5. (25%) Recent Performance – Provide the following information for your four (4) most recently completed projects within seventy five (75) miles of Milledgeville, Georgia.
 - A. Brief project description including date services were provided.
 - B. Guaranteed Maximum Price (GMP) or total contract price for each project.
 - 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.
 - G. Provide an Owner's Statement of Reference.
6. (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 Project.)
 - B. Describe your corporate approach to Safety Control and any advantages you feel your company enjoys.

7. (10%) References - Provide contact information for a minimum of five (5) public school educational clients we may contact regarding your work history. All references shall be from projects that have been completed within the past five (5) years and at least three (3) of the five (5) references should be clients for whom your firm has worked.
8. (5%) Claims History – List ALL litigations, arbitrations and mediations in which the firm has been involved in the past five (5) years. Provide a brief description of each.
9. (5%) Financial Status – Describe the financial status of your firm; include financial statement (submit one copy of latest financial statement in a separate sealed envelope). Provide reference from firm's primary financial institution.
10. (5%) Bonding Information -
 - A. List the surety/bonding company to be used for this project.
 - B. Provide contact information for your bonding agent.
 - C. List your total bonding capacity and the total value of all projects currently under contract.

Schedule of Events

Below is an estimated Schedule of Events; any necessary changes to days/times will be announced through addendum and posted on Baldwin County School's website.

December 14, 2020	Request for Proposal Issued
January 6, 2021 2:00 pm	Pre-proposal Conference
January 14, 2021 2:00 pm	Proposals Due
March, 2021	Selection of Construction Professional
April / May 2021	Pre-Construction
May/August 2021	Construction
August 2021	Substantial Completion

Submission of Proposals

Proposals will be received until 2:00 pm, January 14, 2021. 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 five (5) copies of the proposal should be sent or delivered to:

Response to CM RFP

Attention: Judi Battle, Purchasing Director

Baldwin County School District

110 ABC Street

Milledgeville, GA 31061

478-457-3314

Questions concerning the RFP should be emailed to Judi Battle at Judi.battle@baldwin.k12.ga.us and Travis Petitjean at tpetitjean@altmanbarrettarchitects.com.

District intends to award the Construction Management contract to the most qualified firm based on the evaluation criteria listed above. Should the District and the first firm selected fail to negotiate mutually acceptable fees for service, the District shall abandon negotiations with the first firm and initiate negotiations with other firms in rank order, however the District reserves the right to reject any or all proposals if deemed to be in the best interest of the District. Proposers must submit a completed Contractor Affidavit with proposal.

Contractor Affidavit under O.C.G.A. § 13-10-91(b) (1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.O.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 Baldwin County School District has registered with, is authorized to use and uses 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.O.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.O.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

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on

_____, ____202_ in _____ (city), _____ (state),

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF , 202____,

NOTARY PUBLIC

My Commission Expires:
