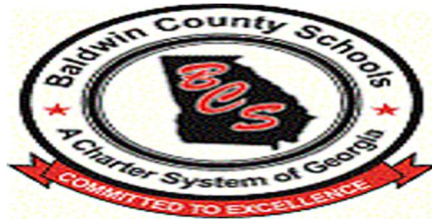


**Baldwin County School District**

110 N ABC Street  
Milledgeville, Ga. 31061  
(478)453-4176 Phone  
(478)457-3360 Fax



**Request for Proposal**

**#017-2020**

**Request for Proposal (RFP) for Construction Management Services**

**PERTINENT DATES**

October 10, 2019	Request for Proposal Issued
October 24, 2019	10:00AM Pre-proposal conference <b>Baldwin County Board of Education</b> <b>110 N ABC Street</b> <b>Milledgeville, GA. 31061</b>
November 19, 2019	10:00AM Proposals due

## **Baldwin County School District**

<p><b>REQUEST FOR PROPOSAL</b> <b>#017-2020</b> <b>Construction Management Services</b></p>
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### **Invitation and Overview of Project**

The Baldwin County School District (the “District”) seeks to hire a Construction Manager for renovations, and modifications at Oak Hill Middle School located at 365 Bland Road, Milledgeville GA. 31061. Selection of a Construction Manager 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 Manager 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 Manager and the District.

### **Information to Construction Managers**

The District desires to hire a Construction Manager to deliver the professional services described below for each project under this multiple project program.

#### **I. Preconstruction Phase:**

The Construction Manager 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 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 Manager 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 Manager will be responsible for managing the site and coordinating all construction activities.
3. The Construction Manager 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 Manager shall be required to provide all insurance coverage required by Article 8.1 of the Contract.
5. The Construction Manager shall be required to provide Builder's Risk Insurance for the project.
6. The Construction Manager shall employ a competent superintendent who shall remain on-site continuously during construction activities and have authority to act on behalf of the Construction Manager.
7. Prior to commencing construction, the Construction Manager shall be required to submit an overall project schedule. 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 Manager 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.

### **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 Manager for selection.

### **IV. BEST AND FINAL OFFER PROCESS**

At the discretion of the owner, but in conformity with the applicable provisions of Georgia law, offers' 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**

Energy conservation, to include time devices, caulking and retrofit measures

Door replacement

Replace or refinish wall surfaces, to include painting classrooms

Provisions for handicapped to include drinking fountains, lifts, and ramps

Restroom modernization (including handicapped)

Rewiring

Relighting

New Ceiling

Provide new weather tight roofing system

Casework

Provide new complete HVAC system

Regrade and seed courtyards; mill & retop asphalt parking & drives

### **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%) 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 Program Experience*** - Provide two (2) examples of managing a Facility Improvements Program.
  - A. List all projects included in Program.
  - 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 program.)
  - 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.

Post advertisement for Construction Management	October 10, 2019
Pre-proposal Conference	October 24, 2019
Deadline for questions and clarifications of RFP	November 11, 2019
Response to RFP due	November 19, 2019

### **Submission of Proposals**

Proposals will be received until 10:00 a.m., November 19, 2019. 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 FAXED to Judi Battle at 478-457-3360. Include your fax number for a response.

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 \_\_\_\_\_, \_\_\_\_201\_ 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 \_\_\_\_\_, 201\_\_\_\_,

NOTARY PUBLIC

My Commission Expires: