

COWETA COUNTY SCHOOLS

REQUEST

FOR

**CONSTRUCTION MANAGER/GENERAL CONTRACTOR AT RISK
PROPOSALS**

FOR CONSTRUCTION OF

**RE-ROOFING RENOVATIONS TO:
COWETA COUNTY
CENTRAL EDUCATION CENTER
Revised January 11, 2012**

COWETA COUNTY SCHOOLS

NEWNAN, GEORGIA

COWETA COUNTY SCHOOLS

REQUEST

FOR

CONSTRUCTION MANAGER/GENERAL CONTRACTOR AT RISK PROPOSALS

The **Coweta County School Board** is requesting a proposals from interested and qualified Construction Firms for construction of **Re-Roofing Renovations To: Coweta County Central Education Center**. The proposed budget is \$ 550,000.00. Proposals and construction documents will be available from Southern A & E, LLC (770) 819-7777.

Proposal forms and construction documents may be examined at the architect's office: SOUTHERN A & E, 7951 Troon Circle, Austell, GA 30168 or by calling (770) 819-7777 and requesting a password and link to Southern A & E's online plan service. Construction documents will not be sent to plan rooms.

Construction documents may be downloaded or hard copies may be ordered through Southern A & E's online plan service. Please call (770) 819-7777 to request a password and link. No partial sets will be downloaded or printed. No deposits are required and no refunds will be made.

The **Coweta County School Board** (hereinafter referred to as School System) plans to select the most qualified Construction Firm to enter into a contract for the construction of the above referenced project.

The procedures for public works construction contracts as established by the Georgia Local Government Public Works Construction Law, O.C.G.A., 36-91-1 shall be followed. Final selection will be made in accordance with the policies and administrative directives of the School System and any other statutory provisions.

Contractor shall comply with and shall require all subcontractors to comply with all provisions of the "Georgia Security and Immigration Compliance Act", O.C.G.A. 13-10-91. Contractor shall complete the attached "Contractor Affidavit and Agreement" and, if applicable, shall require all subcontractors to complete the attached "Subcontractor Affidavit and Agreement".

Responses must be received by the Coweta County School Board in the **Operations Center at 170 Werz Industrial Drive, Newnan, Georgia 30263** on or before **2:00 p.m.** Eastern Standard Time on **February 8, 2012**.

After which time and date they will no longer be accepted. Late responses will be returned unopened and will not be considered. To be accepted, all responses must be submitted in a sealed package marked “**Construction Manager/General Contractor at Risk Proposal, Re-Roofing Renovations To: Coweta County Central Education Center**“. Six (6) copies of each proposal and one sealed bid must be forwarded or delivered to:

**Mr. Ronnie Cheek, Director of Facilities
Coweta County Schools
167 Werz Industrial Drive
Newnan, Georgia 30263**

Oral or telegraphic (including FAX) responses are not acceptable.

Project selection timeline:

Public Advertisement: January 11, 2012
Proposals Due: February 8, 2012
Award will be within 7 days.

Please direct all questions regarding this RFP and the program it represents to:

Mr. Ronnie Cheek, Director of Facilities
Coweta County Schools
170 Werz Industrial Drive
Newnan, Georgia 30263-5802

Joey Walker, Architect
Or Southern A & E, LLC
7951 Troon Circle
Austell, GA 30168-7755

Phone: (770) 254-2750 (x203)
Fax: (770) 304-5939

Phone: (770) 819-7777
Fax: (770) 819-7770

Site visits to inspect the site and/or facilities can be arranged by appointment with Mr. Ronnie Cheek (770-254-2750 x203). It is the responsibility of the respondent to arrange and conduct any site visits necessary to familiarize themselves with existing conditions.

The school system reserves the right to select or reject any and all responses as a result of this Request for Proposal. The school system is not liable for any costs incurred by any person or firm responding to this Request for Proposal.

GENERAL INFORMATION

1. Proposal Format:

Proposals must be submitted in the format outlined in this document. Prior to actual evaluation, each Proposal will be reviewed to determine whether or not it is complete. Proposals that do not contain the information requested will not be considered.

Respondents shall use the prescribed format to clearly indicate their experience and qualifications.

2. Responsibility

The selected firm will be required to assume total responsibility for all services offered in his/her proposal. The selected firm will be considered the prime contractor and the sole point of contact with regard to all contractual matters.

3. Required Bonds and Insurance

The firm shall provide the school system with the required bonds listed in the Bid Document Specification Section 00100 - Instructions to Proposer.

Bid Security: A Bid Bond shall be included in the construction bid envelope. The Bid Bond shall be payable to Coweta County Schools in the amount of Five Percent (5%) of the Bid Amount.

Performance and Labor & Material Payment Bonds: The accepted bidder (contractor) shall furnish a proper Performance Bond and Labor & Material Payment Bond covering the full amount of the Contract Price as security for the faithful performance of all work under the Contract and payment of all charges in connection therewith. The cost of these bonds shall be included in the contractor's bid.

To adequately protect the interests of the school system, the successful respondent shall procure, and maintain in effect during the life of the agreement, the following insurance coverages:

1. Workers Compensation:
 - a. State: Statutory
 - b. Employers Liability:
 - \$500,000.00 Each Accident
 - \$500,000.00 Disease Policy Limit
 - \$500,000.00 Disease Each Employee

2. Comprehensive General Liability (including Premises-Operations; Independent Contractors Protective; Products and Completed Operations; Broad Form Property Damage; X-C/U Explosion, Collapse and Underground Coverage):
 - a. General Aggregate:\$2,000,000.00
 - b. Products/Completed & Operations Aggregate: \$2,000,000.00
 - c. Each Occurrence: \$1,000,000.00
 - d. Personal & Advertising Injury: \$1,000,000.00
 - e. Fire Damage - Any One Fire: \$100,000.00
3. Comprehensive Automobile Liability:
Combined Single Limits: \$1,000,000.00
4. Umbrella Excess Liability:
 - a. General Aggregate: \$1,000,000.00
 - b. Products/Completed & Operations Aggregate: \$1,000,000.00
 - c. Each Occurrence: \$1,000,000.00
 - d. Personal & Advertising Injury: \$1,000,000.00
 - e. Completed Value/Builders Risk including interests of the Owner, Contractor, Subcontractors and Sub-subcontractors and covering the entire project including materials stored off site and materials in transit.
5. The School System shall be named as an additional insured on all such policies. Said insurance shall be primary to that of any insurance maintained by the School System

(Note: All insurance policies must be occurrence based policies.)

4. Taxes, Fees, Code Compliance and Licensing:

The firm shall be responsible for the payment of any required taxes or fees associated with the contract. The firm shall also be responsible for compliance with all applicable codes and statutes. All installation and construction work shall be done by sub-contractors licensed in the State of Georgia.

5. Payment:

Contractor shall submit monthly payment applications using AIA G702 and AIA G703 Continuation Sheets in addition to Georgia State Department of Education DE Form 0263, July 1982 Edition.

6. References and Proprietary Information:

Submission of a response authorizes the school system to make inquiries concerning the respondent and its officers to any persons or forms deemed appropriate by the school system.

7. Inquiries:

Questions that arise prior to the proposal submittal date shall be submitted in writing to both the school system and the architect.

SELECTION PROCESS

Phase I - Proposal Evaluation

Interested firms responding to this Request for Proposal must provide the information required to meet the criteria contained in "Response Format and Contents". The evaluation committee will evaluate submittals and choose the most highly qualified firm, and may invite them to participate in Phase II of the selection process if applicable. The following criteria will be considered in choosing the most highly qualified contractor:

1. Firm History & Capability, including history/projects with Coweta County Schools
2. Current Work Load
3. Project Personnel
4. Project Schedule
5. Bid

Phase II - Interviews

The firm or firms chosen as a result of the Phase I evaluation process may, at the discretion of the evaluation committee, be asked to participate in oral interviews. Following these interviews, the evaluation committee will recommend a firm to the Board of Education for review and approval.

Negotiation and Signing of Contract

Upon completion of evaluations by the committee, and the determination that the project is feasible and acceptable to the Coweta County Board of Education, a modified AIA A101 contract will be executed between the selected firm and the School System.

RESPONSE FORMAT AND CONTENTS

Responses must be submitted in the format outlined in this section. Each response will be reviewed to determine if it is complete prior to actual evaluation and opening of bid. Failure to provide accurate, up-to-date responses to any and all portions of the RFP may result in disqualification without prejudice. The school system reserves the right to eliminate from further consideration any responses that are deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the school system is that all responses follow the same format in order to evaluate each response fairly. The school system may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided.

Proposals will be evaluated in light of the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred.

Each respondent shall provide the school system with six (6) copies of his/her response and one sealed bid. Begin each section and subsection as described herein on a separate page. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly across the bottom of each page.

1. Cover Letter

Each proposal shall include a one-page cover letter at the beginning of the proposal. The cover letter shall include a project title, firm information (including name, address, telephone and fax number), names and telephone and fax numbers of persons authorized to provide any clarifications required.

2. Overview:

Complete the attached form 1a.

3. Financial Information:

- A. Provide a current audit report (*must be entire audit*) for the firm, or firms in the case of a joint venture.
- B. Provide a compliance letter from your bonding company showing consent to provide 100% Performance and Payment Bonds for your services as a Construction Manager.
- C. Each respondent shall provide a certificate of insurance detailing their firm's present coverage and limits. Insurance agent shall certify that they are licensed to perform business in the State of Georgia.

- 4. Project Approach:** (Provide the following items in the order listed)
- A. **Relevant Experience:**
Provide a one-page summary of your relevant experience with this building type that distinguishes your firm from other contractors, Attachment 1a.
 - B. **Relevant Projects:**
Complete the attached form Attachment 2a.
 - C. **Current Work Load:**
Provide a one-page description of your work load with a tentative start and completion dates, Attachment 3a.
 - D. **Schedule Control:**
Provide a one-page description of your approach to schedule control and specific methods/techniques that you intend to utilize in this project. Include a CPM time line showing the necessary activities and schedule for implementation of this project, Attachment 4a.
 - E. **Quality Assurance/Control:**
Provide a one-page description of any formal program that your firm utilizes to ensure quality, Attachment 5a.
 - F. **Project Management:**
Each respondent shall use the attached form Attachment 6a to list the members of their team. A one-page resume including education, experience and any other pertinent information shall be included for each team member assigned to this project.
 - G. **Project Staffing:**
Each respondent shall attach a one-page project staffing plan. The plan shall include: 1.) initial staffing showing the percentage of time each staff member is to be assigned to the project team 2.) project organization chart showing a graphic representation of the participants listed as members of the project team and their responsibilities in the program, Attachment 7a.
 - H. **Proposal Form:**
Provide a separate sealed envelope for one copy of the Proposal Form (Specification Section 00300) which includes: Base Bid, Add Alternates, Unit Prices, and 5% Bid Bonds, and the Contractor Affidavit and Agreement demonstrating compliance with O.C.G.A 13-10-91, Georgia Security and Immigration Compliance Act. Attachment 8a.

OVERVIEW

Company Name: _____
Address: _____

City/State/Zip: _____
Telephone: _____
Fax: _____

Contact Person: _____

Branch Office for the Project if Applicable:
Address: _____

City/State/Zip: _____
Telephone: _____
Fax: _____

Company Officers: _____

Number of years doing business under this name? _____

Number of permanent employees? _____

Have you ever defaulted on a contract? _____

If so, explain _____

Have you ever been involved in litigation or arbitration with an Owner? _____

If so, on a separate sheet, explain describing each instance and the resolution thereof.

What is your firm's current bonding capacity and bonding rate? _____

RELEVANT PROJECTS

List all similar projects completed under the firm name in the last five (5) years.
(Emphasis on Projects for the Coweta County Board of Education and Southern A & E)

Project Name **Building Type** **Building Size** **Project Cost** **Change Orders**

CURRENT WORK LOAD

Project

Owner

Start/Finish Dates

SCHEDULE CONTROL

Program:

QUALITY ASSURANCE/CONTROL

**PROJECT MANAGEMENT
(Attach Resume)**

<u>Name:</u>	<u>Position</u>	<u>Years with This Firm</u>	<u>Years Experience in Construction</u>
---------------------	------------------------	--	--

PROJECT STAFFING
(Attach Resume)

<u>Name</u>	<u>Position</u>	<u>Years with This Firm</u>	<u>Years Experience in Construction</u>
--------------------	------------------------	--	--

BID FORM

Attachment 8a

TO:

**Coweta County Schools
Dr. Steve Barker, Superintendent**

I have received and reviewed the Construction Management/General Contractor at Risk Proposal Form and the bid documents, dated **December 30, 2011** and titled:

Re-Roofing Renovations To Coweta County Central Education Center

I have also received Addenda # __ thru # __ and have included their provisions in my bid. I have examined both the bid documents and the site(s) and submit the following bid:

In submitting this bid, I agree:

1. To hold my bid open until **thirty (30)** days after the bid date.
2. To accept all provisions of the Instructions of Bidders.
3. To execute a Contract, if awarded, on the basis of this bid and to furnish Performance and Payment Bonds.
4. To accomplish the work in accordance with the Contract Documents.
5. To Re-roof Coweta Education Center for the individual project base bid sum of :

_____ DOLLARS

(\$ _____) and to complete all work in

_____ consecutive calendar days.

6. To replace deteriorated wood nailer and replace with matching pressure treated nailer for the unit price of: (\$ _____) per linear feet.
7. To replace deteriorated cementitious wood fiber deck with matching new cementitious wood fiber roof deck for the unit price of: (\$ _____) per square feet/
8. To adjust the base bid upon acceptance of alternates as follows:

Alternate #1: **Metal Retrofit Roof**

Add(\$ _____)

I have attached the required Contractor Affidavit and Agreement demonstrating compliance with O.C.G.A. 13-10-91, Georgia Security and Immigration Compliance Act.

I have turned in six (6) copies of the completed Construction Management/General Contractor at Risk Proposal Form in a separate envelope, attached the required **bid bond** to this bid form and listed the names of the subcontractors listed below:

Date: _____

By: _____

Company: _____

Signed: _____

Address: _____

Title: _____

List of Subcontractors:

HVAC: _____

Electrical: _____

Roofing: _____

END OF DOCUMENT
01-610-211

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with **Coweta County Schools** has registered with and is participating in a federal work authorization program any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with (insert Owners name), contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to (insert Owners name) at the time the subcontractor(s) is retained to perform such service.

EEV/ Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF _____, 20__

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the EEV / Basic Pilot Program operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with Southern A&E, LLC on behalf of **Coweta County Schools** has registered with and is participating in a federal work authorization program any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV/ Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF _____, 20__

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A.

13-10-91, the applicable federal work authorization program is the EEV / Basic Pilot Program operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**PROPOSAL SCORING CHART
FOR
CONSTRUCTION MANAGER/GENERAL CONTRACTOR @ RISK PROPOSALS**

Project: Re-Roofing Renovations To: Coweta County Central Education Center

Owner: Coweta County Schools

Item	Description	Company(s)								
		(Pts)	A Score	B Score	C Score	D Score	E Score	F Score	G Score	H Score
1.	Firm History & Capability	30								
2.	Current Work Load	10								
3.	Project Personnel Qualifications	15								
4.	Project Schedule	10								
5.	Bid	35								
Total Points		100								

*The low bid will receive the most points, 35 points. To determine each higher bidder's score, divide the low bid by each ascending bid. That number is then multiplied by the total possible points to get each bidder's score for this category.

Award contract based on the best total score.

Evaluation Guideline for Construction Management/ General Contractor @ Risk

PURPOSE:

To evaluate, rank and recommend the most qualified proposer who is capable of providing the best value to the owner. The committee approach for evaluating proposals provides opportunities for discussion of the listed criteria and expedites the selection process.

EVALUATION CRITERIA:

The evaluation criteria are defined in the RFP. Each committee member should assign a numerical value to each section and those scores will be added together. The response that is graded best in each category will receive the maximum value for that category.

The proposer with the majority of the committee's number one rankings (for example, voted number one by three of five committee members) will receive the top ranking by the committee. If one proposer does not receive the majority of the committee's number one rankings, the committee may also consider other rankings in order to determine the highest average ranking.

The proposer with a majority of the committee's number one rankings or the highest average ranking will be the firm recommended for approval to the Board of Education.

In the event of a tie, the two responders will be asked to present a best and final offer for the committee to review within a specified time. The Committee must keep all criteria discussions and rankings confidential.

1. Firm History and Capability: 30 points

This category should be a measure of the firm's stability and consistency, not just a measure of how long the firm has been in business. It should also measure both quantitatively and qualitatively the relevant projects previously awarded to the proposer and reflect the firms' ability to professionally staff, manage and report on the project.

"Relevant" might be defined as schools and other public projects completed in the State of Georgia on a CM/GC @ Risk.

Questions which could be asked:

How long has the firm been in business under the current management team?

Do the resumes of senior management reflect academic and field accomplishments?

Were the projects completed on time and within budget?

Were problems resolved promptly and to the owner's satisfaction?

Were change orders handled satisfactorily?

2. Current Work Load: 10 points

This should be a measure of the firms ability to give their full attention to the success of this project and to ensure that the firm will not be distracted by too many prior commitments.

Questions which could be asked:

What is the firm's current workload and will that workload affect the project?

On previous projects did the firm act as a "team member" from preconstruction through completion?

3. Project Personnel Qualifications: 15 points

This category should measure the proposed Project Manager and Superintendent's experience level and how well they worked with the owner and architect on previous jobs.

Questions which could be asked:

What are the years of experience and how many jobs have been completed for each?

How well did they coordinate and communicate with other team members?

4. Project Schedule: 10 points

In school construction, opening on time is of paramount importance.

This category should not only compare each firms estimate of time to complete this project, but should be linked to their track record of estimate versus actual time on previous jobs. It should also compare each firm's systems and methodology for time line management.

Questions which could be asked:

What is the firm's history of meeting scheduled openings?

Did work on previous project progress in a logical and orderly manner?

What type of systems does the proposer have in place for time line management?

5. Bid: 35 points

First, the goal of the CM/GC @ Risk selection process is to pick a General Contractor based primarily on qualification criteria (65 points) rather than solely on "low bid" (35 points) in order to have a qualified and compatible team member.

Secondly, significant consideration is given to the fact that the owner has limited resources and is concerned with the total cost of the project to the school system.

The low bidder will receive the most points, 35 points. To determine each higher bidder's score, divide the low bid by each ascending bid. That number is then multiplied by the total possible points to get each bidder's score for this category.

Questions which could be asked:

Is the bid category properly weighted?

Does the scoring system proportionally account for small differentials in bid?

How does the total cost per square foot to the owner compare to the last two comparable size projects, given present construction market conditions?