

DODGE COUNTY BOARD OF EDUCATION

REQUEST

FOR

COMPETITIVE SEALED PROPOSALS

FOR CONSTRUCTION OF:

**REROOF FOR:
NORTH AND SOUTH DODGE ELEMENTARY
SCHOOLS**

DODGE COUNTY BOARD OF EDUCATION

EASTMAN, GEORGIA

01-637-029

01-637-030

TABLE OF CONTENTS

A. INVITATION TO PROPOSE

B. GENERAL INFORMATION

1. Proposal format
2. Responsibility
3. Required Bonds and Insurance
4. Taxes, Fees, Code Compliance and Licensing
5. Payment
6. References and Proprietary Information
7. Inquiries

C. RESPONSE FORMAT AND CONTENTS

1. Cover letter
2. Overview- *attachment 1a*
3. Financial Information
4. Project approach
 - a. Relevant Projects & Experience- *attachment 2a*
 - c. Current Workload- *attachment 3a*
 - d. Schedule Control- *attachment 4a*
 - e. Quality Assurance/Control- *attachment 5a*
 - f. Project Management- *attachment 6a*
 - g. Project Staffing- *attachment 7a*
 - h. Bid Form- (provide in separate sealed envelope)
 - i. Contractor's Affidavit- *attachment 8a*

D. SELECTION PROCESS

1. Phase I - Proposal Evaluation
2. Phase II – Optional Interviews
3. Negotiation and Signing of Contract

E. EVALUATION GUIDELINE FOR COMPETITIVE SEALED PROPOSALS

1. Purpose
2. Review process

F. EVALUATION CRITERIA

1. Firm History, Stability & Capability
2. Financial Stability
3. Current Workload
4. Project Personnel Qualifications
5. Project Schedule
6. Bid

DODGE COUNTY SCHOOLS

REQUEST

FOR

COMPETITIVE SEALED PROPOSALS

A. INVITATION TO PROPOSE

The **Dodge County Board of Education** is requesting proposals from interested and qualified Construction Firms for the reroof of North and South Dodge Elementary Schools, Eastman, Georgia, 31023. The proposed budget for each school is approximately \$1,300,000.00. Proposals and construction documents will be available from Southern A & E, LLC (770) 819-7777.

Project Description:

Existing schools are near identical and have standing seam metal roofs that will be re-roofed utilizing flute filler insulation, board insulation and TPO roof membrane with applied ribs to give the appearance of a standing seam metal roof. Approximate square footage is 80,000 + SF for each school. See contract documents for details.

The **Dodge County Board of Education** (hereinafter referred to as School System) plans to select the most qualified Construction Firm to enter a contract for the construction for the above referenced project. All bidding contractors are to be advised that the award of this project will be contingent on budget approval by the school system.

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. Proposals will be evaluated privately by committee. Bids will not be publicly read out loud. Final selection will be made in accordance with the policies and administrative directives of the School System and any other statutory provisions.

The contractor agrees to perform all work in compliance with O.C.G.A.13-10-91, Georgia Security and Immigration Compliance Act. The contractor shall state affirmatively that the individual, contractor, or corporation which is contracting with the Dodge County School District, has registered with and is participating in a federal work authorization program using 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. See **Attachment 8a** that must be completed with proposal.

The contractor 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 Dodge County School District, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 1310-91 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 the Dodge County School District at the time the subcontractor(s) is retained to perform such service.

There will be a **Mandatory Pre-Bid Meeting on May 19, 2022 @ 1:00 pm Eastern Standard Time** @ the site of South Dodge Elementary School, 1118 McRae Hwy, Eastman, GA 31023. Proposal/Bids will not be accepted from General Contractors that do not attend the Pre-Bid Meeting.

Responses must be received by the Dodge County School Board of Education at 720 College Street, Eastman, GA 31023 on or before 12:00 p.m. Eastern Standard Time on **June 7, 2022.** 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 **“Sealed Competitive Proposals for REROOF FOR: NORTH AND SOUTH DODGE ELEMENTARY SCHOOLS. Six (6) copies of each proposal and one sealed bid must be forwarded or delivered to:**

**Mr. Brad Bowen
Director of Maintenance
Dodge County Board of Education
720 College Street
Eastman, GA 31023**

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

Project selection timeline:

Public Advertisement: **May 9, 2022**
Pre-Proposal Meeting: **May 19, 2022 @ 1:00 pm**
Proposals Due: **June 7, 2022 @ 12:00 pm**
Award if acceptable will be within 30 days.

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

Mr. Brad Bowen,
Director of Maintenance
Dodge County Schools
720 College Street

Or

Mr. Greg Schillinger, AIA
Vice President
Southern A & E, LLC
7951 Troon Circle

Eastman, GA 31023
Phone: **478-230-3436**
Fax: 478-374-6697

Austell, GA 30168-7755
Phone: (770) 819-7777
Fax: (770) 819-7770

Site visits to inspect the site can be arranged by appointment with Mr. Brad Bowen (706-812-7900). It is the responsibility of the respondent to arrange and conduct any site visits necessary to familiarize themselves with existing conditions.

The Dodge County School District reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be e-mailed to proposers of record through Southern A&E's online plan room through Smartbid. Proposers should ensure they are signed up with Southern A&E for current information.

Submission of a proposal authorizes the Dodge County School District to make inquiries concerning the proposer and its officers, agents, and representatives to any persons or firms deemed appropriate by the Dodge County School District.

Proposals are subject to the Georgia Open Records Act. The Dodge County School District cannot protect proprietary data submitted in proposals.

Submission of proposals indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the Dodge County School District during the determination of ranking order and award.

Dodge County Schools reserves the right to waive any formalities and to select or reject any and all responses as a result of this Request for Proposal. The Dodge County School District is not liable for any costs incurred by any person or firm responding to this Request for Proposal.

The Dodge County School District also reserves the right to negotiate with proposers prior to the award for the purpose of obtaining best and final offers. All proposers will be given an opportunity to participate in negotiations and submission of a best and final offer. Dodge County Schools shall not disclose the contents of proposals to competing proposers during the negotiations. Reference O.C.G.A 36-91-21 for regulations for best and final offers.

B. 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 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 regarding 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 00 10 00 - Instructions to Bidder.

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

Performance and Labor & Material Payment Bonds: The successful/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.

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.

C. 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 RFQ 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:

See Attachment 1a.

3. Financial Information:

- A. Supply financial and main banking references. List the firm's total annual billings for each of the past three calendar years.
- B. What percentage of your firm's work has been acting as prime for typical scope of work during the past three years?
- C. Has the firm ever failed to complete, or been removed from any project it has been awarded?
- D. The selected Contractor will be required to provide a 100% payment and performance bond for the entire amount of the cost of construction. Confirm your ability to meet this requirement and provide you firm's bonding rate for a project of this value.

- E. Provide a compliance letter from your bonding company showing consent to provide 100% Performance and Payment Bonds for your services as a contractor.
- F. 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 Projects & Experience** (*See Attachment 2a*):
List all projects similar in size (SF of roof area) comparable materials and dollar value completed under the firm name in the last five (5) years. List all projects completed within 150-mile radius of Eastman, Georgia. Provide a one-page summary of your relevant experience with similar building types that may distinguish your firm from other contractors.
- B. **Current Workload** (*See Attachment 3a*):
Provide a one-page description of your current workload (ongoing jobs) including the name of the owner, the name of the project, and tentative start and completion dates for the projects. Will your firm be able to provide adequate labor and supervision to complete these projects in a timely and cost effective manner?
- C. **Schedule Control** (*See Attachment 4a*):
Provide a one-page description of your approach to schedule control and specific methods/techniques that you intend to utilize in this project. Include an estimated timeline showing the necessary activities scheduled for implementation of this project.
- D. **Quality Assurance/Control** (*See Attachment 5a*):
Provide a one-page description of any formal program that your firm utilizes to ensure quality from the beginning through to completions and close-out.
- E. **Project Management** (*See Attachment 6a*):
Each respondent shall list the members of their team and provide a one-page resume including education, experience, and any other pertinent information for each team member assigned to this project.
- G. **Project Staffing** (*See Attachment 7a*):
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 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.

- H. **Bid Form:**
Provide two copies of the bid form (Specification Section 00300) in a separate sealed envelope which includes: Base Bid, Add Alternates (if any), Unit Prices, 5% Bid Bonds and Contractor Affidavit.

- J: **Contractor Affidavit** (*See 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 & EXPERIENCE

List all similar projects completed under the firm name in the last five (5) years.
(Emphasis on Projects for the Dodge 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:

Attachment 5a

QUALITY ASSURANCE/CONTROL

Attachment 6a

PROJECT MANAGEMENT
(Attach Resume)

Name:	Position	Years with This Firm	Years Experience in Construction
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Attachment 7a

PROJECT STAFFING
(Attach Resume)

Name	Position	Years with This Firm	Years Experience in Construction
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Attachment 8a

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.G.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 Dodge 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.G.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.G.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: _____

D. THE SELECTION PROCESS

Phase I - Proposal Evaluation

Interested firm or 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 behind closed doors 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, Stability & Capability
2. Financial Stability
3. Current Workload
4. Project Personnel Qualifications
5. Project Schedule
6. Bid

Phase II – Optional Interviews

The firm chosen as a result of the Phase I evaluation process may or may not, at the discretion of the evaluation committee, be asked to participate in oral interviews. If interviews are initiated, 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 Dodge County Board of Education, a modified AIA A101 contract will be executed between the selected firm and the School System.

E. EVALUATION GUIDELINE FOR COMPETITIVE SEALED PROPOSALS

PURPOSE:

To evaluate, score 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.

REVIEW PROCESS:

1. Evaluation criteria are defined in the RFP. Each committee member should assign a numerical value to each criteria section for each proposer.
2. The review committee will review one proposer's qualifications at a time. This review process is repeated until qualifications from all proposers have been reviewed. The committee will then begin the process of individually scoring qualification criteria 1 through 6 as outlined in the RFP. Each committee member will mark their scores on an individual score card (see example, attachment 9a). Sealed bids will remain unopened until all qualification scoring is completed.
3. After the committee completes scoring each Proposer's qualifications, the sealed bids will be opened by the architect, read aloud and recorded on a bid tabulation sheet. In evaluating the Proposer's bid, the base bid amount may be reduced by deductive alternates, if any, taken in consecutive ascending order. Additive alternates, as selected by the Owner, **will** be used to determine the low bidder. If multiple individual and combined bids are requested, the Owner will accept the combination of individual or the combined bids that are deemed by the Owner to be in his or her best interest. The Owner reserves the right to accept any Bid, to reject any or all Bids, or to negotiate Contract Terms with the various Proposers, when such is deemed by the Owner to be in his or her best interest.
4. Bid scores will then be calculated for each proposer. Each proposers calculated bid score will then be added to each committee members' qualification scores and totalled. Final Proposer scores from each committee member will be tabulated, added together and averaged to arrive at the final ranking. The proposal receiving the highest total score will be the successful proposer.

F. EVALUATION CRITERIA:

PURPOSE:

To evaluate, rank and recommend the most qualified proposer that 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

1. Firm History, Stability & Capability: 25 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 the firms' ability to professionally staff, manage and report on the project.

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?

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

2. Financial Stability: 10 points

This category should be a measure of the proposer's financial strength and ability to fund the systems needed to manage the project.

Has the firm maintained sufficient reserves to complete the project? A higher Current Ratio (Current Assets/Current Liabilities) shows a company's relative strength for short-term liquidity. Ratios in the Commercial Construction industry typically range from 1.3 to 1.5.

Does the firm have excessive debt-equity positions? This is also a good indicator. Debt-to-equity ratios tend to be from 1.5 to 2.2. A higher ratio means a company has used more debt to generate revenues and maintain their business.

3. Current Workload: 15 points

This category should measure both qualitatively and quantitatively the relevant projects previously awarded to the proposer. Include and note those jobs in which the roofing contractor was the Prime/Contractor.

"Relevant" might be defined as *schools and other public projects completed in the State of Georgia*.

Questions which could be asked:

Did the firm act as a "team member" during construction?

Were the projects completed on time and within budget?

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

Were change orders handled satisfactorily?

Does the contractor's current workload allow for successful completion of this project?

4. Project Personnel Qualifications: 10 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. Provide confirmation that project superintendent will be on site during each day of work. Include a call tree with position and phone number for the project team members starting with project superintendent up to the executive level.

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?

5. Project Schedule: 10 points

In school construction, project scheduling is of paramount importance.

This category should not only compare each firm's estimate of time to complete this project but should be linked to their track record of estimate versus actual time on previous jobs as demonstrated in their proposal. It should also compare each firm's systems and methodology for timeline management. A complete project schedule, including the critical path of the project, shall be provided that includes all phases of the project including submittals, equipment lead time, project phasing, project close out, etc. The Owner is aware of the unpredictability and instability in the marketplace. Proposers are expected

to anticipate, to the best of their ability, current conditions for obtaining materials for the schools included in this proposal.

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 timeline management?

6. Bid: 30 points

First, the goal of the "Competitive Sealed Proposals" selection process is to pick a Contractor based primarily on qualification criteria (70 points) rather than solely on "low bid" (30 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, 30 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.

*The low bid will receive the most points, 30 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.