

STEPHENS COUNTY SCHOOL DISTRICT
TOCCOA, GEORGIA

REQUEST FOR PROPOSAL
FOR
CONSTRUCTION PROFESSIONAL SERVICES

INTRODUCTION

The Stephens County School District (SCSD) desires to retain the services of a Construction Professional (CP) firm for the management, under a construction management/contractor format, for the construction of a new Agricultural Facility. **The Stephens County School District shall have the right to terminate the relationship with the Construction Professional firm at any time without cause.**

Projects may include those described below:

1. **New Agricultural Facility and site improvements**

All the foregoing is at the sole discretion of the Board of Education.

To qualify for consideration, a firm must be prepared to provide the expertise, resources and personnel experience in project planning, cost management, project control, pre-construction and construction techniques, value-engineering analysis, scheduling and quality assurance throughout the planning and construction phases of the project.

The services to be performed by the CP will have as their objective the efficient, economical, and timely delivery of the project by managing the construction of the project within the time and cost limitations and within established quality requirements. The services will be performed during the pre-construction phase and construction phase including working with owner/or architect in project planning, arrangement of bid packages, bidding and award of the trade contracts and management of construction until occupancy is achieved. Also included will be monthly briefings with the Board of Education.

Respondents to this RFP agree to waive any claims they have or may have against the Owner, its employees, agents, members, representatives, and legal counsel, arising out of or in connection with the: (1) administration, evaluation, recommendation or selection of any proposal; (2) waiver of any representations under the proposal or documents; (3) approval or rejection of any proposal; and (4) award of a contract.

SCOPE AND STYLE OF SERVICES TO BE PERFORMED

The Stephens County School District is requesting submittals from interested and qualified Contractors (firms) to perform under the Preferred Construction Delivery Method of Construction Management at Risk, and to enter into a Guaranteed Maximum Price (GMP) contract for Construction Professional services for the above referenced project.

SCSD also intends that the successful CP accept the following stipulations:

1. Provide Performance and Material and Labor Payment Bonds in the amount of 100% of the GMP.
2. Individual Trade Contracts will be between the CP and the Trade Contractors, in consultation with SCSD.
3. The CP will not perform any portion of the project with its own forces except as may be mutually agreed to by the owner and the CP.
4. The CP will be “at risk” in the proposed undertaking and will be responsible for completing the project within the GMP.
5. Should the final cost of the project be less than the GMP, ALL savings shall revert to SCSD.
6. An agreed percentage of pay applications will be held in retention.
7. SCSD shall have the authority to suspend or terminate performance of the project.
8. Construction Manager will share with SCSD the calculations and assumptions on which the CP’s proposed GMP is based.

LIST OF REPRESENTATIVE SERVICES TO BE PROVIDED BY THE CP

Project Planning

The CP is expected to work with the owner to plan the project to include:

1. Reviewing ideas and suggestions offered by the owner with regard to feasibility or constructability.
2. Evaluate designs with respect to constructability issues.
3. Evaluate value-engineering opportunities.

Bidding and Awarding Phase

1. Arrange bid packages.
2. Develop requirements to assure time, cost and quality control during construction.
3. Provide a provisional construction schedule for issuance with the bid package.
4. Identify bidders and generate bidder interest with consideration being given to utilization of local tradesmen and materials.
5. Schedule and conduct pre-bid conferences in conjunction with the architect and representatives from SCSD.
6. Advertise and distribute bidding documents.
7. Monitor bidder activity.
8. Review and analyze bids and recommend awards.
9. Update schedule.

Construction Phase

1. Maintain on-site staff for construction management.
2. Establish and maintain coordinating procedures.
3. Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction and occupancy.
4. Conduct and record job meetings.
5. Prepare and submit change order documentation for approval of the architect and SCSD.
6. Maintain a system for review and approval of shop drawings.
7. Maintain records and submit routine reports to architect and SCSD.
8. Maintain quality control and ensure conformity to contract documents.

9. Provide cost control through progress payment review and verification according to the approved schedule and contract amounts.
10. Coordination of post completion activities, including the assembly of guarantees, manuals and the owner's final acceptance.
11. Periodically brief the board of education concerning scheduling and costs.

SELECTION OF CP

The services being sought under the RFP are considered professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the proposers which will result in an award that is in the best interest of SCSD.

Factors to be considered in the evaluation include:

1. Completeness of the Proposal (5 points);
2. The capability of the proposer to deliver services in an efficient and timely manner. (15 points);
3. Responses from references for whom the proposer has performed Services. (10 points);
4. Qualifications of the persons designated to form the proposer's staff for the services required under the RFP. (10 points);
5. Previous record of the proposer while performing in the role of a Contractor (particularly educational projects) providing services with a similar scope/scopes to proposed projects. (25 points);
6. Intangibles (bonding, financial strength, history, etc.) which best demonstrate the proposer's ability to provide services to SCSD. (10 points);
7. Applicability of recent projects completed as it relates to SCSD in scope, complexity, and similarity to up-coming projects. (15 points);
8. Claims History – the ability to successfully complete projects without litigation. (10 points); and,
9. RFP Responses regarding construction timeframe and CM Compensation. (10 points).

Evaluations will be performed by a committee. Following completion of the initial evaluations, if deemed necessary by the committee, up to three firms best qualified may be granted an opportunity to appear before the Evaluation Committee to make an oral presentation and submit to an interview. Information on the presentation will be provided to the firms selected.

After evaluations, the committee will identify the firm it will recommend based on information contained in the proposal, reference analysis and interviews, if required. Fees, general conditions and reimbursables will be negotiated with the selected firm on a project by project basis. If negotiations fail the second ranked firm will be considered. SCSD reserves the right to accept or reject any and all proposals in response to this RFP.

RECEIPT AND CONTENT OF PROPOSALS

Proposals will be received until 3 P.M on March 28th, 2023. To be accepted, all proposals are to be submitted, in sealed packages marked “Response to CP 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. **Three (3)** copies of the proposal should be sent or delivered to:

CP RFP
Attention: Mr. John Stith
Stephens County School District
191 Big A School Rd
Toccoa, GA 30577

Questions concerning the RFP must be submitted in writing by email to Mr. John Stith at CMRFQ@stephenscountyschools.org

To be considered for acceptance, the proposals shall contain the following minimum information to be presented as set out in the format and sequence shown.

1. **Firm History & Information**
Briefly describe your firm, its officers and executive management. Furnish an organizational chart for you firm specifically indicating those who will be involved in this program.
2. **Related Experience**
Provide a list of all projects completed in the past (5) years within 100 miles of Stephens County and specifically identify the four (4) most recently completed K-12 school projects on the list.

3. **Project Approach**
Provide a brief outline and description of your firm’s approach for a program of this nature.

4. **Bonding Information**
 - Provide the name, address, telephone number and contact for your surety and bonding agent.
 - List your total bonding capacity and the total value of all projects currently under construction.

5. **Financial Information**

Provide information about the company in enough detail to allow its financial strength and credit worthiness to be evaluated.

6. **Claims History**

List all litigations, arbitrations and mediations in which the firm has been involved in the past five (5) years. This involves claims for more than \$50,000 made by an owner against the firm or by the firm against the owner and indicate the disposition of each such claim, the name of the owner and the nature of the claim.

7. **Current Projects**

List all major projects with which the firm is currently involved and identify the firm’s role on the project (e.g. contractor, construction manager).

SEQUENCE OF EVENTS

A tentative schedule and sequence of events to be followed with respect to this RFP is shown below:

February 28 th 2023	Advertise
March, 31 st 2023	Receipt of Proposals by Stephens County School District
April 10th, 2023	Evaluation by Stephens County Schools Committee Completed
April 18th 2023	Presentations of the Highest Ranked Firms

April 18th, 2023

Recommendation of selected firm to Stephens County
Board of Education

End of RFP for CP-at-Risk