

TROUP COUNTY BOARD OF EDUCATION

REQUEST

FOR

SEALED COMPETITIVE PROPOSALS

FOR CONSTRUCTION OF:

**HVAC RENOVATIONS TO:
BERTA WEATHERSBEE ELEMENTARY SCHOOL
TROUP COUNTY, GEORGIA**

**HVAC RENOVATIONS TO:
CALLAWAY ELEMENTARY SCHOOL
TROUP COUNTY, GEORGIA**

**HVAC RENOVATIONS TO:
CALLAWAY MIDDLE SCHOOL
TROUP COUNTY, GEORGIA**

**HVAC RENOVATIONS TO:
FRANKLIN FORREST ELEMENTARY SCHOOL
TROUP COUNTY, GEORGIA**

**HVAC RENOVATIONS TO:
HOGANSVILLE ELEMENTARY SCHOOL
TROUP COUNTY, GEORGIA**

**TROUP COUNTY BOARD OF EDUCATION
LAGRANGE, GEORGI**

TROUP COUNTY SCHOOLS

REQUEST

FOR

SEALED COMPETITIVE PROPOSALS

The **Troup County Board of Education** is requesting proposals from interested and qualified Construction Firms for the construction of **HVAC Renovations for Berta Weathersbee Elementary School, Callaway Elementary School, Callaway Middle School, Franklin Forrest Elementary School, and Hogansville Elementary School**. The proposed budget is \$300,000.00.

Request for Proposal documents may be examined at Southern A&E's office at 7951 Troon Circle, Austell, GA 30318, or by calling 770-819-7777 to request a password and a link to Southern A&E's online plan service to view the documents. Proposal documents will not be sent to plan rooms. All documents, including any addendum will only be posted at the office of Southern A&E and at their online plan room.

The **Troup County Board of Education** (hereinafter referred to as School System) plans to select the most qualified Construction Firm to enter into 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 the 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.

Responses must be received by the Troup County School Board of Education at 100 North Davis Road, LaGrange, Georgia 30241 on or before 12:00 p.m. Eastern Standard Time on January 30, 2024

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 HVAC Renovations for Berta Weathersbee Elementary School, Callaway Elementary School, Callaway Middle School, Franklin Forrest Elementary School, and Hogansville Elementary School**". **Six (6) copies of each proposal and one sealed bid must be forwarded or delivered to:**

Dr. Pennie Tucker
Assistant Superintendent of Operations
Troup County Board of Education
100 North Davis Road

LaGrange, Georgia 30241

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

Project selection timeline:

Public Advertisement: January 2, 2024
Pre-Proposal Meeting: January 17, 2024 @ 10:00 am
Proposals Due: January 30, 2024 @ 12:00 pm

All proposals will be opened at the Troup County Schools Central Office at the same time immediately after 12:00 pm (noon) on February 08, 2024. Award, if acceptable, will be within 30 days.

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

Mr. Ryan Traylor, Director of Maintenance Troup County Schools 100 Davis Road LaGrange, GA 30241	Or	Samantha Manders, Project Manager Southern A & E, LLC 7951 Troon Circle Austell, GA 30168-7755
Phone: 706-812-7932 Fax: 706-883-1560		Phone: (770) 819-7777 Fax: (770) 819-7770

No questions other than written will be accepted, and no response other than written will be binding upon Troup County School System.

Site visits to inspect the site can be arranged by appointment with Mr. Ryan Traylor (706-812-7932). It is the responsibility of the respondent to arrange and conduct any site visits necessary to familiarize themselves with existing conditions.

A mandatory pre-proposal meeting will be held on January 17, 2024 @ 10:00 am starting at Berta Weathersbee Elementary School. Any person or entity that fails to attend the mandatory pre-proposal meeting will not be permitted to submit a Proposal for the Project and any Proposal submitted by a person or entity that did not attend the mandatory pre-proposal meeting will be returned unopened.

Proposals are subject to the Georgia Open Records Act. The only information that will be publicly available prior to the School District's awarding of a contract will be a list of proposers submitting proposals. After contract award has been publicly voted on by the Board of the School District, other information will be available. A Proposer shall clearly identify information contained in their proposal(s) that it deems to be proprietary and shall specify the Official Code of Georgia Annotated (O.C.G.A.) Title, Chapter & Section that applies. The School District accepts

no responsibility for such proprietary information being released if not clearly identified as such. All information received pursuant to this solicitation and public access to any of this information shall be in accordance with the Georgia Law.

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

A. 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 Troup County School System with the required bonds listed in the Bid Document Specification Section 00 10 00 - Instructions to Proposers.

Bid Security: A Bid Bond shall be included in the construction bid envelope. The Bid Bond shall be payable to Troup County School System in the amount of Five Percent (5%) of the Bid Amount. Contractor shall honor its proposal for 60 days following the opening of the proposals.

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 Troup County School System, the successful respondent shall procure, and maintain in effect during the life of the agreement, the following insurance coverages:

Below is listed the insurance coverage which must be procured by the contractor at his own expense. The contractor agrees to follow instructions indicated in each case:

1. Workers Compensation:
 - a. Coverage A: State Statutory
 - b. Coverage 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:
 - a. 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.

All of the above policies must be occurrence based. The Troup County School System shall be named as an additional insured on all policies. The policies shall contain provisions that the coverage provided by said policies shall be primary to any insurance maintained by the Troup County School System. Said insurance shall in fact be primary to any insurance maintained by the school District.

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 Troup County School System to make inquiries concerning the respondent and its officers to any persons or forms deemed appropriate by the Troup County School System.

7. Inquiries:

Questions that arise prior to the proposal submittal date shall be submitted in writing to both the Troup County School System and the architect.

B. SELECTION PROCESS

1. 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. The following criteria will be considered in choosing the most highly qualified contractor:

1. Firm History & Information
2. Relevant Experience
3. Project Team
4. Financial Information
5. Project Approach & Schedule
6. Claims History
7. Bid

2. Optional Interview:

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

3. Negotiation and Signing of Contract:

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

C. **RESPONSE FORMAT AND CONTENTS**

1. **General Information**

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. Failure to provide accurate, up-to-date responses to any and all portions of the RFP may result in disqualification without prejudice. The Troup County 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 Troup County School System is that all responses follow the same format in order to evaluate each response fairly. The Troup County 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.

Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed, it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFP.

Proposals may be modified or withdrawn by written notice received prior to the deadline for receipt of proposals. A proposal also may be withdrawn in person by a proposer or his authorized representative, provided his identity is made known and he signs a receipt for the proposal, but only if the withdrawal is made prior to the deadline set for receipt of proposals.

The proposal form shall be signed by such an officer, member, or person as is duly authorized to bind the contractor to a contract.

Each respondent shall provide the Troup County School System with **six (6)** copies of his/her response. 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.

Submission of a response authorizes the Troup County School System to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the Troup County School System.

Questions that arise prior to the proposal submittal date shall be submitted in writing to both the Troup County School System and the architect.

D. EVALUATION GUIDELINE FOR COMPETITIVE SEALED PROPOSALS

1. 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.

2. Review Process:

Evaluation criteria are defined in the RFP. Each committee member should assign a numerical value to each criteria section for each proposer.

The review committee, as a whole, will review all proposals. 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 7 as outlined in the RFP. Each committee member will mark their scores on an individual score sheet (see example, attachment 2)

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. The bid form can be found in the contract specifications. 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.

Bid scores will then be calculated for each proposer. Each proposer's 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 School District will make an award to the responsible and responsive bidder whose proposal is determined in writing to be the most advantageous to the School District, taking into consideration the evaluation factors set forth in the request for proposals.

E. EVALUATION CRITERIA

1. Firm History & Information (10 points)

Briefly describe your firm's organizational structure and history. Include the following information:

- Cover letter [limited to two (2) letter-size pages] at the beginning of the proposal. The cover letter shall include a project title, company information (including name, address, e-mail address, and telephone and fax number), names, email addresses and telephone and fax numbers of persons authorized to provide any clarifications required. The letter should express your organizations commitment to the following topics:
- Why you believe your firm is aptly suited to perform Construction services for Troup County School System.
- What specific qualities/attributes you and your firm possess that would enable you to meet the Troup County School System educational specifications and high expectations of service in a superior manner.
- Identify specific instances where other school Districts have benefited as a result of your association with their construction program.
- Comment on your firm's qualifications, including general information and brief history of the firm, including a chronology of the firm's origin through its current status and any changes in ownership or locale since its inception.
- Furnish an organizational chart for your firm specifically indicating those who will be involved in this program, the length of time that the current management team has been with the firm and the amount of involvement that senior management will devote to this project.

2. Relevant Experience (20 points)

Provide a list of all relative and similar projects completed in the past five (5) years within 100 miles of Troup County and specifically identify the four (4) most recently completed Construction projects on the list. Include the following information:

- Project name and location
- General description (new construction, addition, renovation)
- Project's original budget and final cost
- Percentage of change orders
- Project's total square footage
- Project's cost per square foot (indicate if \$/sf includes site work)
- Project start and completion dates.
- Scheduled duration vs. actual completion time
- Owner's contact information
- Project architect's contact information

3. Project Team (10 points)

Each respondent shall attach a project staffing plan including the following:

- A project organization chart showing a graphic representation of the participants listed as members of the project team and their responsibilities in the program.
- Initial staffing showing the percentage of time each staff member is to be assigned to the project

team.

- A one-page resume including education, experience and any other pertinent information shall be included for each team member assigned to the projects.
- A list of relevant projects that each team member has participated in during the past five (5) years. Indicate the team member's title and reference contact for each project.
- Describe your method of prequalifying and generating interest from qualified subcontractors.

4. Financial Information (10 points)

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

Provide a financial statement for the firm, or firms and the annual volume of projects completed.

Provide a compliance letter from your bonding company showing consent to provide 100% Performance and Payment Bonds for your services as a Contractor.

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.

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. The certificate of insurance should be addressed to Troup County School System and be dated within 30 days of the bid date.

5. Project Approach and Schedule (20 points)

In school construction, opening on time 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.

Provide a brief outline and description of your firm's approach for these projects. The description should include, at a minimum, your approach to the following topics:

1. Schedule Control
 - a. Include a schedule for this project including pre and post construction activities.
 - b. Schedule Recovery
2. Budget
 - a. Change Order Management
3. Safety Program
4. Quality Control
5. Post Completion Activities

Briefly describe your greatest concern regarding delivery of this project.

6. Claims History (5 points)

List all litigations, arbitrations, and mediations in which the firm has been involved in the past five (5) years and indicate the disposition of each such claim, the name of the owner, and the nature of the claim.

7. Bid Form (25 points)

First, the goal of the “Competitive Sealed Proposals” selection process is to pick a General Contractor based primarily on qualification criteria (75 points) rather than solely on the bid (25 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 Troup County School System.

The low bidder will receive the most points in this category (25 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.

**TROUP COUNTY SCHOOL SYSTEM
SAMPLE RATING CHART**

Project: HVAC Renovations for: Berta Weathersbee Elementary School, Callaway Elementary School, Callaway Middle School, Franklin Forrest Elementary School and Hogansville Elementary School

<u>Item</u>	<u>Description</u>	<u>Points</u>	<u>Company X Rank/Score</u>	<u>Company Y Rank/Score</u>	<u>Company Z Rank/Score</u>
1.	Firm History & Information	10			
2.	Relevant Experience	20			
3.	Project Team	10			
4.	Financial Information	10			
5.	Project Approach & Schedule	20			
6.	Claims History	5			
7.	Bid	25			
	TOTAL	100			

Attachment 2

**PROPOSAL SCORING CHART
FOR
SEALED COMPETITIVE PROPOSALS**

Project: HVAC Renovations for: Berta Weathersbee Elementary School, Callaway Elementary School, Callaway Middle School, Franklin Forrest Elementary School and Hogansville Elementary School

Owner: Troup County School System

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	10								
2.	Relevant Experience	20								
3.	Project Team	10								
4.	Financial Information	10								
5.	Project Approach & Schedule	20								
6.	Claims History	5								
7.	Bid	25								
Total Points		100								

*The low bid will receive the most points, 25 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.**

CERTIFICATION OF INFORMATION PROVIDED

The information provided herein is accurate to the best of my knowledge and can be accepted by the recipient as a true representation of:

Firm Name: _____

Signed: _____

Position: _____

Date: _____

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 Troup County School System 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 _____, __, 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:
