REQUEST FOR PROPOSALS

TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES

FOR THE CONSTRUCTION OF:

Additions, Renovations, & Modifications to:

UNITY TEACHING & LEARNING CENTER
LAGRANGE, GEORGIA

TROUP COUNTY SCHOOL SYSTEM
LAGRANGE, GEORGIA

Southern A&E
architects & engineers LLC

SAE Project Number:

01-664-147

INTRODUCTION

The Troup County School System is requesting a proposal from interested and qualified Construction Management Firms for the construction of the following projects:

- Renovations and Modifications to Unity Teaching & Learning Center
    - Phase 1 Additions, Renovations, and Modifications to include, but not limited, to:
        - Flooring
        - Paint
        - Ceilings
        - Millwork
        - Doors and Hardware
        - Wall repairs
        - Power and Low Voltage Upgrades
        - Lighting Modifications
        - HVAC Modifications
        - Plumbing Renovations
        - Signage
        - ADA Accessibility modifications
        - Canopy repairs
        - Gutter and Downspout replacement
        - Construction of new Security Vestibule
    - Future Phases of the Additions, Renovations, and Modifications to include, but not limited, to:
        - Auditorium Renovations
        - Window Replacement
        - Parking
        - Conversion of existing spaces to Conference and Meeting Rooms
        - Flooring
        - Paint
        - Ceilings
        - Millwork
        - Doors and Hardware
        - Wall repairs
        - Power and Low Voltage Upgrades
        - Lighting Modifications
        - HVAC Modifications
        - Plumbing Renovations
        - Signage
        - ADA Accessibility modifications
        - Canopy repairs
        - Gutter and Downspout replacement
        - Construction of new Security Vestibule
        - Construction of new Restroom Additions

The construction budget across the initial Phase 1 of the project is $3,500,000 in total. Construction for Phase 1 of the project is anticipated to commence in February 2026, with work to be completed in July of 2026. The timeline for future phases of work will be determined once a Construction Management Firm has been selected. The Owner will work in conjunction with the Construction Management Firm and the Architect to determine the feasibility of future Phases with respect to constructability and budget for each item of the Scope of Work, and to limit stoppage of work between Phases.

A **mandatory** pre-proposal conference will be held on **September 25, 2025 @ 10:00 am** at Unity Teaching & Learning Center, 525 Park Avenue, LaGrange Georgia 30240. Proposals submitted from CM's that do not attend the conference will **NOT** be accepted.

The Troup County School System plans to select the most qualified Construction Management Firm (hereinafter referred to as CM) to enter into a CM at Risk contract for the construction for the above referenced projects. The proposed fee to be submitted as a part of the CM Proposal will include "Overhead and Profit" to be awarded as a **percentage** and "General Conditions" awarded as a **percentage**.

The services to be performed by the CM 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, construction phase and post construction phase including working with the owner in estimating, value engineering, arrangements of bid packages, bidding and award of the trade contracts, and management of construction until occupancy is achieved, and implementing the one (1) year warranty and one (1) year warranty inspection.

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.

Responses must be received by Troup County Schools Central Office at **100 North Davis Road, LaGrange, GA, 30241** on or before **2:00pm** on **October 9, 2025.** 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 **"Additions, Renovations, & Modifications to: UNITY TEACHING & LEARNING FACILITY**". Oral or telegraphic (including FAX) responses are not acceptable. Six (6) copies of each proposal must be forwarded or delivered to:

Dr. Pennie Tucker
Assistant Superintendent of Operations
TROUP COUNTY SCHOOL SYSTEM
100 North Davis Road
LaGrange, GA 30241

All proposals will be opened at the Troup County Schools Central Office at the same time immediately after 2:00 pm on October 9, 2025.

PROJECT SELECTION TIMELINE:

Advertise for CM @ Risk	**September 11, 2025**
Mandatory Preproposal Conference	**September 25, 2025, 10:00 am**
CM @ Risk Proposals Due	**October 9, 2025 @ 2:00pm**
BOE Approval of C.M. @ Risk Contract	**October 23, 2025**

GENERAL INFORMATION

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

Mr. Ryan Traylor
TROUP COUNTY SCHOOL SYSTEM
100 North Davis Road
LaGrange, Georgia 30241
Ph: 706-616-7871
Email: traylorrs@troup.org

Mr. Michael Waldbillig
Southern A&E, LLC
7951 Troon Circle
Austell, GA 30168
Ph: 770-819-7777
Email: mwaldbillig@southernae.com

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

Proposal documents may be examined at Southern A&E's office at 7951 Troon Circle, Austell, Georgia 30168 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.

Site visits to inspect the site can be arranged by appointment with Mr. Ryan Traylor, Director of Maintenance and Construction. It is the responsibility of the respondent to arrange and conduct any site visits necessary to familiarize themselves with existing conditions.

Troup County School System 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 and posted to the Troup County School System's website, www.troup.org. Proposers should check this web page frequently for new information.

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

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.

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

Troup County 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.

The Troup County School System also reserves the right to negotiate with proposers prior to the award for the purpose of obtaining best and final offers. All responsible proposers submitting proposals found reasonably susceptible of being selected will be given an opportunity to participate in negotiations and submission of a best and final offer. The Troup County School System 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.

The contract shall be awarded to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids. 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.

GENERAL REQUIREMENTS

CM Responsibility

The selected CM will be required to assume total responsibility for all services offered in his/her proposal. The selected CM will be considered the prime contractor and the sole point of contact with regard to all contractual matters. The CM shall also be expected to obtain at least three bids for each bid package (work category), exclusive of the CM's guaranteed maximum price for the individual bid packages (work categories). If any bid packages receive less than three qualified bids, the Owner reserves the right to return the bids unopened and require rebidding these packages. The CM shall be required to submit a GMP for each bid package (work category) to Troup County School System prior to the opening of subcontractor bids. All subcontractor bids shall be opened in a location designated by the Troup County School System and all subcontractor bids shall be opened in the presence of a representative of the Troup County School System. The CM will not perform any portion of the project with its own forces except as may be mutually agreed to by the owner and the CM and as allowed by the Georgia Department of Education. Individual trade contracts will be between the CM and the Trade Contractors, subject to school system approval.

The CM agrees to perform all work in compliance with O.C.G.A.13-10-91, Georgia Security and Immigration Compliance Act. The CM shall state affirmatively that the individual, firm, or corporation which is contracting with the Troup County School System, 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 6*** that must be complete with proposal.

The CM 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 Troup County School System, 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 the Troup County School System at the time the subcontractor(s) is retained to perform such service.

The CM also agrees to perform all work in compliance with O.C.G.A. 50-36-1 Systematic Alien Verification for Entitlements (SAVE) program. The CM agrees that, should it employ or contract with any subcontractor(s) pursuant to this contract with Troup County School System, the CM will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 50-36-1. The CM also agrees to provide verification of compliance with executed affidavits available on the Department of Audits and Accounts website at, http://www.audits.ga.gov/NALGAD/Files/OCGA_50-36-1xex2x/pdf. The CM further agrees to maintain records of such compliance and provide a copy of each such verification to the Troup County School System at the time the subcontractor(s) is retained to perform such service."

Required Bonds and Insurance

1. Prior to the award of a GMP contract, the CM shall provide the school system with a 100 percent Performance and Payment Bond from a bonding institution listed in the current edition of the Federal Register as a surety for its faithful performance of this contract. Bonds must be kept in force for the duration of the contract; and, executed by a resident agent of the State of Georgia; and, be in compliance with Georgia Revised Statutes. The CM's performance and payment bonds shall be included in the CM's Fee Proposal

2. Subcontractor Default Insurance: Construction management firms may, at the construction manager's discretion, provide SDI Insurance for Trade (Sub) contractors. If SDI insurance is to be provided, the insurance shall cover all trades.

    a. The cost of SDI Insurance shall be part of the Construction Management Fee.
    b. The cost of the insurance shall be listed on the proposal form as a percentage of the overall cost of the work.

3. Bonding of Trade (Sub) Contractors: Construction management firms may, at the construction manager's discretion, provide bonding for trade (sub) contractors.
    a. The cost for the subcontractor bonds shall be considered as part of the Construction Management Fee.
    b. The cost for the bonds shall be listed on the proposal form and shall be stated as a percentage of the overall cost of the work.

4. Evidence of required bonds shall be presented prior to the execution of contract, insurance policies to be carried under the agreement shall not be changed, canceled, or allowed to expire without thirty (30) days prior written notification to the school system The cost for the bonds shall be listed on the proposal form and shall be stated as a percentage of the overall cost of the work.

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) Comprehensive General Liability Insurance. Combined Single limits including Bodily Injury and Property Damage with limits of $1,000,000 for each occurrence, personal and advertising injury with a limit of $1,000,000 per occurrence and $2,000,000 general and products/completed operations aggregates. General Liability should include premises/operations coverage and products and completed operations coverage. Policy should include X, C, U (Explosion, Collapse, and Underground Coverage).

(2) Auto Liability - including Owner, hired, and non-owned vehicles with Combined Single limits including Bodily injury and Property damage of $1,000,000 for each occurrence.

(3) Umbrella Excess Liability Insurance: Contractor shall carry umbrella excess liability including Auto, General Liability and Workers' Compensation in the amount of $1,000,000 over existing primary insurance and over self-insured hazards.

(4) Worker's Compensation: As required by law.

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 School System. Said insurance shall in fact be primary to any insurance maintained by the School System.

Evidence of required bonds and insurance shall be presented prior to the execution of a GMP contract. The required bond shall be indicated as a single line item on the CMs GMP breakdown, and the bonding amount shall be adjusted by change order when all contract cost are established by procurement of subcontract bids. Insurance policies to be carried under the agreement shall not be changed, canceled, or allowed to expire without thirty (30) days prior written notification to the school system.

Should the CM elect to require certain subcontractors to provide Performance Bonds and Labor and Material Payment Bonds, the cost of these subcontractor provided bonds shall be the responsibility of the CM and shall not be included in the GMP. The cost of these subcontractor provided bonds shall be itemized as a separate line item on the subcontractor's bid form.

Taxes, Fees, Code Compliance and Licensing

The CM shall be responsible for the payment of any required taxes or fees associated with the execution of a GMP contract. The CM 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.

Payment

CM 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.

The CM shall defend hold harmless and indemnify the Owner, the Architect, and other design consultants against all claims, suits, actions, costs, council fees, expenses, damages and/or judgments in decrees by reason of persons or property being damaged or injured by the CM or any of the CM employees/subcontractors in any capacity during the progress of the work, whether by negligence or otherwise. This indemnity provision shall not be construed so as to require CM to indemnify the Owner, Architect and the other design consultants for their own sole negligence.

REPRESENTATIVE SERVICES TO BE PROVIDED BY THE C.M.

Project Planning

1. Evaluate preliminary documents for constructability, value opportunities and scheduling at each phase of design.
2. Participate and assist in planning meetings.
3. Provide estimates at the Construction Document phase and an estimated monthly construction payment schedule to assist the owner with financial budgets.
4. Conduct a Value Engineering review, including Life Cycle Cost, and evaluations for alternate materials and systems.
5. Prepare and submit cash flow analysis to Owner.

Bidding and Awarding Phase

1. Separate construction work into appropriate work categories (See attachment 1; page 11).
2. Develop requirements to assure time, cost, and quality control during construction.
3. Provide an estimated construction schedule for issuance with the bid package.
4. Identify bidders and generate bidder interest. Maintain a list of firms contacted and dates of contact for review by the Owner.
5. Schedule and conduct pre-bid conferences in conjunction with the architect and representatives from the School System.
6. Advertise and distribute bidding documents.
7. Assist in development of necessary addenda and distributing of these addenda to known bidders.
8. Monitor bidder activity.
9. Review and analyze bids and recommend awards.
10. Collect executed contracts, purchase orders, affidavits of assurance, insurance certificates, and performance and payment bonds and distribute copies to Owner, Architect and contractors.
11. Update schedule.
12. Assist in Pre-Construction meetings.

Construction Phase

1. Maintain staff for construction management to include an on-site superintendent. Superintendent shall have supervised past projects of equal size and scope and have excellent performance references from the owners for a minimum of three (3) projects within a period of five (5) years maximum. CM shall submit his proposed superintendent/superintendents and references for review by the Owner and Architect with this proposal.
2. Mobilization of job site – Provide and maintain a fully equipped project office facility on-site to perform all required CM duties and meetings and coordination of on-site temporary facilities.
3. Assure timely procurement of all required permits.
4. Establish and maintain coordination procedures.

5. Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction, and occupancy.
6. Conduct and record a minimum of bi-weekly job progress meetings following a CM generated agenda with the Architect, Owner and all active trades, and follow-up with distribution of minutes to all parties.
7. Coordinate and log all request for information (RFI's).
8. Maintain a daily log of jobsite activities.
9. Prepare and submit change order documentation for review and approval by the architect and School System. Review change order proposals to verify validity, purpose, and cost.
10. Maintain a system for review and approval of shop drawings.
11. Maintain written and photographic records and submit routine reports to the architect and School System. Aerial progress photographs should be taken on a monthly basis or more often as changes require.
12. Maintain quality control and ensure conformity to contract documents.
13. Establish and maintain a jobsite safety program.
14. Provide cost control through progress payment review and verification according to the approved schedule and contract amounts.
15. Provide coordination of post completion activities, including the assembly of guarantees, manuals and the owner's final acceptance.
16. Coordinate and assure timely completion of final punch list.
17. Compile as-built drawings **throughout construction.**
18. Assemble close-out documents and forward to Architect for approval.
19. Coordinate any training specified for Owner's personnel.
20. Provide all services listed under "General Conditions" in Attachment 2.

Post Occupancy Phase

1. Implement and coordinate the one (1) year warranty and one (1) year warranty inspection.
2. Respond to request for corrections for work items found not to be installed correctly.
3. Respond to warranty related request.
4. Assist in post-construction review of the facility.

SELECTION PROCESS

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 responding firms and will result in an award that is in the best interest of the School System. The selection process for these services may proceed in two phases. At the completion to the second phase, a GMP contract may be negotiated. Evaluations will be performed by a committee. The following is a summary of the selection process:

Phase I - Proposal Evaluation
Interested CM's responding to this proposal request 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 CM, and may invite them to participate in Phase II of the selection process. The following criteria will be considered in choosing the most highly qualified CM:

1. Firm History and Information
2. Relevant Experience
3. Project Personnel
4. Financial Information
5. Project Approach
6. Claims History
7. References
8. Fee Structure

Phase II - Interviews
The CM 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 CM to the Board of Education for review and approval.

A. Formal Interview Evaluation Criteria
Upon review of the submittals the Owner/architect will determine if interviews will be conducted. If interviews are conducted the following criteria shall apply.

Major Category	Criteria
Project Team	Overall impression of key team members (project manager, superintendent, project director, cost estimator, project executive, etc.
Methodology	Methodology presented to assure success.
Leadership	Ability of principals to engender confidence in the ability of the firm to complete the project within the time and cost budgeted.
Communication	Ability of team members to communicate during the interview process
Q&A	Firm's ability to effectively answer questions and problem solve in meeting.

Overall	Overall impression of firm

B. Interview Format

The firms selected to make a presentation to the selection committee will be notified. Each firm selected for further consideration shall be notified in writing and informed of a place and time for the interview session. The time allotted to each firm for the presentation and interview shall not exceed one hour (5 minutes for setup, 25 minutes for presentation, 25 minutes for questions, and 5 minutes for knockdown). The format of the firm's presentation during the interview session is at the discretion of the proposer. Members of the selection committee will be present during the formal interview. Firms shall address any questions, prior to the interview, to the selection committee chair. Firms shall not contact any other members of the selection committee.

C. Final Evaluation

Upon completion of the evaluation process by the Selection Committee, the firms will be ranked in descending order of recommendation.

Negotiation and Signing of Contract

Upon completion of Phase II and the determination that the project is feasible and acceptable to the Troup County Board of Education, a modified AIA A133 contract without Mandatory Amendment #1 will be executed between the selected CM and the School System. A GMP will be prepared by the CM and shall incorporate all costs incurred by the CM for each phase or phases associated with the projects. The GMP shall be submitted to the school system and shall include a preliminary schedule of values, a preliminary schedule of work category bid packages and a preliminary monthly cash flow chart. Upon agreement by all parties on the GMP, and acceptance of the GMP by the Board of Education, the Mandatory Amendment #1 will be completed, signed and attached to the contract and shall constitute the full contract for the projects. Upon completion of Mandatory Amendment #1, procurement of subcontract bids will commence. In the event a GMP cannot be agreed upon by all parties, the CM will receive no compensation for pre-construction services.

The GMP shall also include a CM contingency equal to seven percent (7%) of the total construction amount and shall be listed in the GMP as a line item amount. At the completion of the project, all remaining balances in Allowances and Contingency funds shall be returned to the Owner.

RESPONSE FORMAT AND CONTENTS

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 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.

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 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 ***(Attachment 5)*** shall be signed by such an officer, member, or person as is duly authorized to bind the CM to a contract.

Each respondent shall provide the school system with **six (6)** copies of the RFP and, in a separate sealed envelope, provide **three (3)** copies of the Construction Management Services Fee Structure form ***(Attachments 2 & 3).*** 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 school system to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the school system.

Questions that arise prior to the proposal submittal date shall be submitted in writing to both the school system and the architect no later than one week prior to the proposal due date. Responses will be received no later than 72 hours prior to the Proposal due date.

PROPOSAL FORMAT

Firm History & Information (10%)

Briefly describe your firms 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, CM 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 Management services for Troup County School System.
- What specific qualities/attributes you and your firm possess that would enable you to meet the school system's 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.

Relevant Experience (20%)

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 Management at Risk projects on the list. Include the following information:

- Project name and location
- General description (new construction, addition, renovation)
- Project delivery method
- 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 sitework)
- Project start and completion dates
- Scheduled duration vs. actual completion time
- Owner's contact information
- Project architect's contact information

Proposers to include examples of their experience in the construction of innovative design solutions, with a heavy focus on graphic and technology-based design elements.

Project Team (10%)

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 members 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.

Financial Information (5%)

Provide a review report or financial statement for the firm, or firms, in the case of a joint venture. The financial statement must be within **6 months** of year end, but in no case more than **18 months** old.

Provide a compliance letter from your bonding company showing consent to provide 100% Performance and Payment Bonds for the amount of the cost of the work for your services as a Construction Manager and for the construction of the entire project. There is an estimated cost of $17,000,000 for this project.

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.

Project Approach (20%)

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. Pre-Construction Services
    a. Constructability Review
    b. Cost Control
    c. Generating Bidder Interest
    d. Subcontractor and Material Supplier Qualifications
    e. Value Engineering
2. Schedule Control
    a. Include a preliminary schedule for this project including pre-construction activities, schedules for different project phases, and post construction activities. Include any pertinent information regarding logistics and time required to re-locate student classrooms between phases.
    b. Schedule Recovery
    c. The project is anticipated to be Phased. All work must be completed before the beginning of the 2027 school year.

3. Budget
    a. Change Order Management
4. Safety Program
5. Quality Control
6. Post Completion Activities

Briefly describe your greatest concern regarding delivery of these projects.

Claims History (5%)

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.

References (5%)

Provide five (5) references from K-12 school systems that you have worked with in the past that Troup County School System can contact to discuss your firm's performance and teamwork. The references requested are for the CM firm only and not individuals within the firm.

Fee Structure (25%)

Contractor shall stipulate a percentage fee for General Conditions on ***Attachment 2***, and a percentage fee for Overhead and Profit on ***Attachment 3***. **Submit Attachments 2 and 3 and the completed "Contractor Cost Proposal Summary", in a separate sealed envelope with your proposal.**

Fees for General Conditions not itemized in the schedule of values and Overhead and Profit shall be billed as a percentage of the total project completion.

Attachment 1

ESTIMATED WORK CATEGORIES

Demolition
Selective Demolition
Sitework, Grading, Storm Drainage, Erosion Control, Grassing, Tree Protection
Termite Control
Site Concrete & Asphalt Paving
Chain Link Fence
Cast-in-place Concrete
Cast Stone and Unit Masonry
Structural & Miscellaneous Steel
Rough Carpentry
Architectural Woodwork
Building Insulation
Hollow Metal Doors & Frames
Wood Doors
Fiberglass Reinforced Doors
Aluminum Windows & Storefronts
Overhead Coiling Doors
Door Hardware
Glass & Glazing
Drywall /Acoustical Ceiling
Hard Tile
Resilient Flooring & Carpet
Painting and Joint Sealant
Markerboards & Tackable Surfaces
Signage
Manufactured Canopy Covers
Toilet and Bath Accessories
Metal Roof and Wall System
Plumbing, Site Utilities Fire
Protection
HVAC
Electrical System (Including low voltage systems).

Attachment 2

CONSTRUCTION MANAGEMENT SERVICES
FEE STRUCTURE

I. General Conditions

1. Design Phase Services
2. Bidding Phase Services
3. Project supervision (specify number of persons on full-time basis).
4. Project Clerical
5. Development of Reports (provide daily and monthly written reports including a daily log and pictorial records of the project progress.)
6. Safety and security measures to include all OSHA requirements.
7. Performance & Payment Bond
8. Payroll Taxes on CM's personnel
9. Builder's Risk Insurance
10. Insurance for Construction Manager, personnel, equipment and building
11. Temporary office trailers, including office equipment and furnishings with office supplies, telephone, fax, utilities and all reimbursables as required.
12. Vehicles for Construction Manager's staff.
13. Installation, maintenance and removal of Temporary Fencing.
14. Project construction signage.
15. Temporary sanitation facilities.
16. Jobsite security.
17. Portable construction heat as required.
18. Dump trucks, rubber tire loaders and sweepers for project cleanup; including service, maintenance, gas and oil.
19. Dumpsters, labor, tools, supplies and disposal fees for periodic and final project cleanup.
20. Building layout including engineers, instruments and supplies.
21. All insurance listed in the "General Information" section.
22. All required permits, fees and applicable state and local taxes.
23. Provide EPD storm water monitoring associated with construction activity.
24. Travel and living expenses for CM Staff.
25. Where water service and electric power are already available on-site, use water and electric power from Owner's existing systems without metering and without payment of use charges. Use of Owner's existing water and electric power service will be permitted, as long as equipment is maintained in a condition acceptable to Owner. At Substantial Completion restore these facilities to condition existing before initial use.
26. Temporary lighting.
27. Weather protection.
28. Printing cost for submittals and close-out documents. CM is responsible for the cost of printing all construction documents needed for the construction of the project.
29. Preparation of close-out documents, including hard copies and electronic copies
30. Monthly progress photos.
31. Subcontractor bid advertising cost.
32. On-site and off-site material storage
33. Post-Occupancy/Warranty Phase Services
34. Mobilization and De-Mobilization
35. Final Clean-up
36. Itemize any additional General Condition cost not specified above.

Total General Conditions: _____%

Contractor Name: _____

Attachment 3

CONSTRUCTION MANAGEMENT SERVICES
FEE STRUCTURE

Contractor Name: _____

Overhead and Profit* _____%

*Work Categories self-performed by the CM will not receive overhead and profit mark-up.

Alternates and Change Orders

1. Any CM fee for alternates accepted by the Owner shall be paid using the percentage stipulated herein.
2. Change Orders will only be considered on Owner requested changes and unforeseeable conditions. For all executed change orders (changes in the work), the contract sum and CM Fee shall be as specified in AIA A201 – 2017 General Conditions, Article 7. Delete from paragraph 7.3.7 the words "the Agreement, or if no such amount is set forth in the agreement, a reasonable amount" and insert the following paragraph 7.3.7.6 and subparagraphs .a, .b, .c, .d, .e and .f to 7.3.7:
   A. 7.3.7.6 In paragraphs 7.3.3 and 7.3.7, the allowance for overhead and profit combined, included in the total cost to the Owner shall be based on the following:
      1. 7.3.7.6.a For the Construction Manager, for any work performed by his forces, that percentage for overhead and profit as stated in the Construction Manager at Risk Proposal Form.
      2. 7.3.7.6.b For the Construction Manager, for any work performed by his subcontractors, that percentage for overhead and profit as stated in the Construction Manager at Risk Proposal Form.
      3. 7.3.7.6.c For each subcontractor involved, for any work performed by his own forces, fifteen percent (15%) of the subcontractor's cost.
      4. 7.3.7.6.d Overhead and profit is to be applied to only those costs identified in paragraphs 7.3.7.1 thru 7.3.7.5.
      5. 7.3.7.6.e In order to facilitate checking and verification of change order proposals for both increases and decreases in the contract amount, all change order proposals shall be accompanied by a complete cost breakdown of the items in 7.3.7.1 thru 7.3.7.5 for both the Construction Manager and the subcontractors.
      6. 7.3.7.6.f The only allowable mark-up for the cost of changes in the Work shall be for overhead and profit as stated in subparagraphs 7.3.7.6.a, 7.3.7.6.b and 7.3.7.6.c.

Attachment 4

TROUP COUNTY SCHOOL SYSTEM
SAMPLE RATING CHART

Project: Additions, Renovations, & Modifications to:
UNITY TEACHING & LEARNING CENTER

Item	Description	%	Company X Rank/Score	Company Y Rank/Score	Company Z Rank/Score
1.	Firm History & Capability	10%			
2.	Relevant Experience	20%			
3.	Project Personnel	10%			
4.	Financial Information	5%			
5.	Project Approach	20%			
6.	Claims History	5%			
7.	References	5%			
8.	Total Project Fee*	25%			
	TOTAL	100%			

*For evaluation purposed, Total Project Fee is based on:
(O/H & Profit %) x (Construction Budget) + (General Conditions %) x (Construction Budget).

Attachment 5

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: _____

Attachment 6

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 _____, ___, 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:

_____