Request for Proposal (RFP)

to provide

Design Build Services

For

Jefferson City Board of Education
Jefferson Middle School Tennis Court
Renovation Project
Bid: April 13, 2026
Address: 345 Storey Lane
Jefferson, GA 30549

Interested parties may obtain RFP documents from the Georgia Procurement Registry

Website: www.jeffcityschools.org

OWNER:
Jefferson City Board of Education
Attn: Eddie Hicks
Facilities Coordinator
Eddie.hicks@jeffcityschools.org

The Jefferson City Board of Education reserves the right to reject all proposals and to waive technicalities.

Solicitation Issue Date: March 12, 2026

Proposal Packages Due: April 13, 2026

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REQUEST FOR PROPOSAL

Design/Build Services for

The Jefferson City Board of Education
Jefferson Middle School Tennis Court Renovations
Address: 100 Dragon Drive
Jefferson, GA 30549

The Jefferson City Board of Education (Owner) is soliciting proposals from Construction Professionals/firms interested in providing Design/Build (D/B) services for the construction of the above listed project in Jefferson, Georgia. This Request for Proposals (RFP) seeks to identify potential providers of the above-mentioned services. All respondents to this RFP are subject to instructions communicated in this document and are cautioned to completely review the entire RFP and follow instructions carefully. The Owner reserves the right to reject any proposals, and to waive technicalities and informalities at their discretion.

1. GENERAL PROJECT INFORMATION

Project Description: The Jefferson City Board of Education is requesting individual sealed Proposals for furnishing all materials, labor, tools, equipment and appurtenances necessary to renovate the Jefferson Middle School Tennis Court Renovation project.

Project Delivery Method

The Delivery Method for the Project will be a Design/Build (D/B),

During pre-construction, the D/B will be responsible for the designing, construction, pricing, value engineering, as well as maintainability and construct ability issues.

Project Budget

As part of the D/B services, D/B will evaluate the Owner Scope of Work and determine a developmental budget for the project and prioritize the needs. The final budget/Stated Cost of Limitation (SCL) will be determined by the prioritization of the Work, and the available funding. The Scope of Work may be revised by the Owner due to programmatic requirements, funding availability, or other circumstances.

Project Schedule

The selection of the D/B is anticipated to be finalized on April 16, 2026. Design and preconstruction services are expected to begin immediately upon execution of the contract with the D/B. Construction services expected to begin upon contract execution. (All of the dates herein are estimates which are subject to change.) The work described will begin in May 2026 and completed as per schedule.

2. CONSTRUCTION PROFESSIONAL SERVICES REQUIREMENTS

The D/B will be expected to work expeditiously to design the facility and provide all needed design and construction services which may include, without limitation, technical review, cost verification, cost evaluation, value engineering, schedule development, and schedule evaluation, in addition to management of the construction. In addition, the D/B will be responsible for methods of construction, erosion control, safety, and the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its predetermined budget and schedule. The successful D/B will be required to work collaboratively with the Owner's Construction Manager and consultants.

3. CONTRACT INFORMATION

The contract format will be an Actual Cost plus a Fixed or percentage Fee not to exceed the Guaranteed Maximum Price (GMP) Agreement. During Pre-Construction, the D/B will be responsible for pricing, value engineering, and maintainability and constructability issues. Construction will commence with the release of distinct work packages based on the design documents. The D/B shall select all construction subcontracts by competitive selection using cost and other factors.

4. FORM OF AGREEMENT

The agreement between the Owner and the D/B shall be the AIA Document A141-current edition - Standard Form of Agreement Between Owner and Design Builder where the basis of payment is the Cost of Work Plus, A Fee with a Guaranteed Maximum Price, along with the Owner's modifications. The General Conditions for the project shall be as described in "AIA Document A201-2007 - General Conditions of the Contract for Construction", along with the Owner's modifications and Supplementary Conditions. The construction services will be on an actual cost basis with all savings under the GMP, including unused contingency, returned to the Owner.

5. SELECTION PROCESS

Selection of the D/B will be a qualification/fee proposal evaluation process. Selection of the D/B will be a two-step process. The first step will be a qualification-based process, which will result in two (2) to five (5) firms being selected for the second step. The second step will be a negotiation-based process beginning with the top-ranked firm.

6. SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed at all times as indicated will be current standard time in Jefferson, Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

RFP Timeline:

A. **Owner issues public & Georgia Procurement advertisement of RFP: March 12, 2026**
B. **Pre Submittal conference & site visit: March 23, 2026 @ 11 AM**
C. **Deadline for written questions or requests for clarification: March 30, 2026**
D. **Deadline for submission for proposal: April 13, 2026 @ 2 PM**
E. **Owner completes evaluation and issues notifications to finalist firms: April 14, 2026**
F. **Committee interviews finalist: If Needed**
G. **Approval of D/B firm selected: April 16, 2026**

7. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. All questions must be submitted in writing to the Bid Correspondent named below. Questions must be received by March 30, 2026. A list of questions and answers will be provided to all known D/B and by request via. Addendum.

Eddie Hicks
Facilities Coordinator
345 Storey Lane
Jefferson, Georgia 30549
eddie.hicks@jeffcityschools.org

From the issue date of this solicitation until a successful proposer is selected and the selection is announced, respondents are not allowed to communicate for any reason with any members or employees of the Owner except for submission of questions as instructed in the RFP, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner shall reserve the right to reject the proposal of the offending proposer.

8. SUBMITTAL REVIEW PROCESS

Proposal Review

This RFP is issued for the purpose of acquiring Proposals from prospective D/Bs. A selection will be made by a Selection Committee consisting of representatives of the Owner. The Selection Committee will receive, and review Proposals submitted in response to this RFP. To be deemed eligible for evaluation, firms must meet the following minimum qualifications:

Minimum Qualifications Required (evaluated on a pass/fail basis by the selection committee)
• The firm or its principals are not currently ineligible, debarred, suspended or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
• The firm must have sufficient bonding capacity for the anticipated total cost of work. Provide a letter or other supporting documentation from a bonding company indicating the firm's capacity to bond the project.

• The firm must have all necessary, valid and current licenses to do business in the State of Georgia. Provide a copy of your GC license, business license and Georgia Certificate of Existence.
• The firm must demonstrate a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rate (EMR) over the past three years of 1.2 or less.
• The firm or its principals have not been terminated for cause or currently in default on any public works contract.
• The firms must provide a sworn statement attesting to compliance with the minimum criteria listed above and provide supporting documentation as requested further in the process in accordance with deliverable (A) A-1 below in this RFP.
• The Selection Committee will then evaluate the submittals which have met the above minimum qualifications. Criteria for the evaluation are listed below:

Criteria for Evaluation of Submittal

The Jefferson City Board of Education will evaluate all written submittals. It is incumbent upon the D/B to demonstrate within their Proposals how each requirement will be satisfied. The Jefferson City Board of Education reserves the right to investigate the qualifications and experience of the D/B, or to obtain new Proposals. Proposals not sufficiently detailed or in an unacceptable form may be rejected by the owner. Interested firms must follow the process outlined in the following pages in submitting their Bid. The following criteria, not listed in order of importance, will be used to evaluate Proposals.

15% Factor: Stability of the firm, including the firm's corporate history, resources, form of ownership, litigation history, financials, etc.

20% Factor: Firm's relevant project Experience and Qualifications, including the demonstrated ability of firm in effective design.

20% Factor: Firm's Suitability to provide services for project, including the firm's apparent fit to the project type, delivery method, any unique qualifications for the project, current and projected workloads, describe your firm's plan for competitively selecting subcontractors.

20% Factor: Proposed Project Team's Relevant Experience and Qualifications: Experience of the design team.

15% Factor: Quality of Proposed Design and Management Plan: The firm's cost and schedule of design and Management plans; Firm's approach for managing changes within the stated cost and schedule. limitations: Firm's approach for competitively administering and evaluating bid packages; The firm's subcontractor management plan; The firm's quality assurance program and plan; The firm's close-out plan; The firm's work force plan; The firm's safety plan and site logistics plan for proposed project.

10% Factor: Evaluation of the submitted Fee Proposal, as submitted in Exhibit B with attachments A & B, attached herein.

9. INSTRUCTIONS FOR PREPARING SUBMITTAL

Each submittal shall be identical and include a transmittal letter. Submittals must be typed on standard (8- 1/2" x 11") paper. The pages must be numbered. A table of contents, with corresponding tabs must be included to identify each section. Responses are limited to forty-five (45) Double-sided pages or less using a minimum of an 11-point font. Any exhibits, affidavits or other enclosure information called for may be included in an appendix and will not count toward the limit. Tab sheets also do not count toward the limit. Each submittal shall be prepared simply and economically, providing straightforward, concise delineation of respondents' capabilities. Emphasis must be on completeness, relevance, and clarity to content.

To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. The content of all Proposals must be categorized and numbered as outlined below and be responsive to all requested information:

PROPOSAL

A. Stability

A1- Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, include information about the parent company and branch office separately. Identify the office from which project will be managed and proximity it to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. For joint venture entities that have not undertaken at least two projects together, each firm should submit its proposal separately. Joint submittals are Subject to the same submittal page limit.

A2- Briefly describe the history of your firm(s). Provide general information about the firm's establishment, personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices that will be directly involved with this Project.

A3- Please disclose whether or not the firm has been involved in any litigation with an Owner or Architect during the past five (5) years. List any active or pending litigation and provide a thorough explanation of its scope. List any claims against your firm or against Owners where your firm is named.

A4- List the firm's annual average gross revenue for each of the past 5 years. Supply main financial and banking references.

A5- Please provide information as to whether or not your firm has ever been removed from a contract for cause OR failed to complete a contract as awarded.

A6- The firm, in order to be deemed eligible for further evaluation, will issue the following statement asserting that the firm meets the minimum qualifications required for this project (supporting information is requested and can be included as an Appendix in the Proposal). The SIGNED statement shall read as follows:

a. We certify our firm, or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
b. We certify that our firm has sufficient bonding capacity for anticipated total cost of work. Provide a letter or other supporting documentation from a bonding company indicating the firm's capacity to bond the project.
c. We certify our firm has a current Contractor's Public Liability Insurance policy, and our firm is insurable in the following amounts: Bodily injury, including death limits of $1,000,000 for each accident. Property damage- limits of$2,000,000, for each accident and $10,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual contract.) Provide your current insurance certificate.
d. We certify our firms has all necessary, valid and current licenses to do business in the State of Georgia. Provide a copy of your GC license, business license and Georgia Certificate of Existence.
e. We certify we have sufficient cash flow to undertake the project as evidenced by a current ratio (current assets/current liabilities) of 1.0 or higher.
f. We certify a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rate (EMR) over the past three years of 1.2 or less. The firm must provide a letter or other support documentation.
g. We certify the firm, or its principals have not been terminated for cause or are currently in default on any public works contract.

B. Experience and Qualifications

B1- Provide information on the firm's experience on projects of similar function and complexity (similar type of construction). Describe 3-5 projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project. For each project, provide the following information:

a. Project name, location and dates during which services were performed.
b. Brief description of project and physical description (delivery method, cost, square footage, number of stories, type of foundation, structural system, envelope, site area).
c. Services performed by your firm.
d. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.

C. Statement of Suitability

C1-Provide any information that may serve to differentiate your firm from other firms regarding suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of main office to project location, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.

C2- Provide information on any special services, such as BIM capabilities, LEED Certification, and Georgia Peach Green Certification, offered by the firm that may be relevant and available for this project.

D. Qualifications and Experience of Proposed Project Team

D1- Describe your firm's proposed organization for the construction design and management team.

D2- Please provide, for each of the above personnel, current resume listing relevant project experience, a percentage of the person's time to be committed to this project, current and projected workloads, and his/her office location in relation to project location.

D3- Please identify the individual who, from project start to finish, will be the leader of your design and construction team and the principal point of contact between your firm and the Owner, the Architect, and other consultants. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. Provide information on his/her current and projected workloads, and his/her office location in relation to project location. An individual's competence, his/her leadership, location, and his/her ability to achieve customer satisfaction will be heavily considered in the selection of a construction design and management firm.

D4- Provide an organizational chart showing the lines of responsibility and accountability for your team and proposed sub-consultants. If a joint venture, identify responsibility relationships, where there may be past experience at such relationships, and levels of experience.

D5- Provide examples of your recent experience as D/B or CM at Risk in constructing facilities similar to this project, including the following information:

a. Provide photographs of similar projects your firm/team completed in the past five (5) years.
b. Provide a written reference from the Owner (with current contact information) familiar with your performance on each of the above projects. Provide a Program Manager reference (if applicable).
d. Indicate those projects where an architect, engineering consultant, and D/B served a corporate or public client as a team.
e. Provide information about the two most recent similar projects your firm has completed. Include the total quantity of change orders and net total cost increase of change orders to the project.
f. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of an Owner's representative (with a current phone number) who is most familiar with your performance on the project.

E. Design and Management Plan

E1- With regard to your firm's expected role in the project, please provide:

- A statement of your definition of the role,
- Your anticipated level of design, management, responsibility and accountability for project concerns.

E1.1- Describe your process for efficiently resolving issues and maintaining project commitments while working collaboratively with the Owner, and other stakeholders as applicable.

E1.2- Describe your procedures for routine solving complex project issues without compromising your team commitments.

E1.3- Provide your proposed methods and plans of communication.

E2- Describe your firm's approach to providing pre-construction services on this project.

E3- Provide your cost management plan for controlling costs on this project to within the GMP during construction. Describe your systems and procedures for controlling costs during construction.

E4- Provide your change order management plan for managing cost and schedule exposures within the stated limitations.

E5- Provide your procurement and workforce plan including details on your plan to assure local D/B opportunity. Describe how your firm intends to arrange the construction into bid packages in order to maintain The Owner's schedule and budget objectives.

E6- Provide your schedule management plan for this project during construction. Describe systems and procedures your firm uses to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.

E7- Provide your subcontractor management plan including contract document compliance procedures, project accounting procedures, issue resolution and compliance with Security and Immigration Compliance Act OCGA 13-10-91 – as it relates to subcontractor compliance with the requirements set forth therein ensuring compliance with the federal work authorization program.

E8- Provide your closeout management plan for this project. Describe your systems and procedures for your closeout plan.

E9- Provide your quality assurance plan for this project. Describe your firm's approach for validating compliance with the construction documents. Explain your process for ensuring quality workmanship.

E10- Provide your safety and site logistics plan for this project. Describe your plan for working around existing operations and for site access. Provide your accident incident rate for the past three (3) years, using the following formula: Incident Rate = # of Injuries x (200,000) / # Total Man Hours.

E-11- Provide your plan for applying any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

F. SUBMITTAL OF FEE PROPOSALS

Fee Proposals must be submitted separately, in a sealed envelope, with the Proposal. Firms must use the attached "D/B Fee Proposal" for their fee proposal. Understand that this proposal constitutes a starting point for negotiation toward an eventual agreement on fees. The submitted fees will be evaluated concurrently with the Proposal.

All responses must be sealed in an opaque envelope or box, and reference the Jefferson City Board of Education on envelopes or boxes and addressed to the addresses below. Proposals must be physically received by the Owner prior to the deadline indicated in the Schedule of Events (Section 5 of RFP) at the exact address below.

Proposers should deliver **five (5) hard copies and one (1) electronic copy** (.pdf format on a flash drive) of their proposal submittal, and the same of the separate sealed fee submittal to:

D/B RFP Jefferson City Middle School Tennis Court Renovation Project
Attn: Eddie Hicks
Facilities Coordinator
Jefferson City Board of Education
345 Storey Lane
Jefferson, Georgia 30549

It is the sole responsibility of the Proposers to assure delivery to the noted locations by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No Proposal submittals will be accepted after the date and time stipulated above. Proposal submittals will not be accepted via facsimile or e-mail. It is the responsibility of the Proposers to examine the entire Request, seek clarification in writing, and review their proposal for accuracy before submitting a response. Once the deadline has passed, all submittals will be final.

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential" or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

10. FEE NEGOTIATION PROCESS (for Finalists only).

D/B Selection will be initiated by invitation to the qualified finalists by the Selection Committee (determined in Step I from evaluation of Proposal) for Fee Negotiation to be conducted by the Owner. The successful D/B will be determined from a successful fee negotiation process.

11. FINAL EVALUATION AND SELECTION

Upon completion of the evaluation of the RFP submittal, proposers will be ranked in descending order of recommendation. In the event a satisfactory fee cannot be reached with the highest-ranking firm, the Owner will formally terminate the negotiations in writing and begin negotiation with the second highest-ranking firm, and so on until a mutually agreed upon fee is established. Once the successful D/B and the agreed upon fee have been determined, a D/B services contract will be awarded by the Owner.

12. ADDITIONAL TERMS AND CONDITIONS

Deadlines

The deadline for submission of questions relative to the RFP is the time and date shown in the Schedule of Events (Section 5). All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled and answered in writing and issued directly to all proposers via E-mail. Any proposer exceptions to the RFP requirements or requests for deadline extensions must also be communicated to the Owner by the deadline to be properly considered. Any requests for proposal deadline extensions must include the reason(s) for such a request.

The Owner reserves the right to approve or reject such requests as the Owner deems necessary.

Confidentiality

Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

Award Conditions

This request is not an offer to contract or a solicitation of proposals. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

• Any contract awarded will include the required provision of O.C.G.A. 20-2-506. In addition, a termination for convenience provision will be included.

• The requirements of this RFP and proposal submitted in response, as agreed by the Jefferson City Board of Education, shall be incorporated into the contract for services.

• 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.

Reciprocal Preference Law

Pursuant to O.C.G.A. 13-10-3, for the purpose of determining residency, a Georgia resident business shall include:

(1) Any business that regularly maintains a place from which business is physically conducted in Georgia or at least one year prior to any bid or proposal

(2) (or) a new business that is domiciled in Georgia which regularly maintains a place from which business is physically conducted in Georgia (provided) that a place of business shall not include a post office box, site trailer or temporary structure. Whenever the state contracts for public works construction, materialmen, D/Bs, builders, architects, engineers and laborers resident in the State of Georgia are to be granted the same preference over materialmen, D/Bs, builders, architects, engineers and laborers resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding proposals for the same goods or services by such other states.

Joint-Venture Proposals

The Owner does not desire to enter into "joint venture" agreements with multiple firms. In the event two or more firms desire to "team up" it is strongly recommended that one incorporated firm propose and maintain status as the contracted lead firm with the remaining firms participating as major consultants to the lead firm.

Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Proposal (RFP), and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the RFP with which the Proposer disagrees or needs clarified. The Proposer also understands that the failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements therein.

Insurance Bond/Licensing

Prior to the award of a GMP Contract, the CM/GC shall provide the Owner with a 100% performance and payment bond for its faithful performance. Bonding for subcontractors will not be allowed without written acceptance from the Architect and the Owner.

To protect the interests of the Owner, provide and maintain in effect during the life of the agreement, the following insurance coverings:

1. Worker's Compensation:
   a. State: Statutory
   b. Employers Liability:
      i. $50,000.00 Each Accident
      ii. $50,000.00 Disease Policy Limit
      iii. $50,000.00 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. Pollution insurance is to be included.):
   a. $5,000,000.00 General Aggregate
   b. $5,000,000.00 Products/Completed & Operations Aggregate
   c. $5,000,000.00 Each Occurrence
   d. $1,000,000.00 Personal & Advertising Injury

e. $1,000,000.00 Fire Damage – Any One Fire

3. Comprehensive Automobile Liability:
   a. $1,000,000.00 Combined Single Limits

4. Umbrella Excess Liability:
   a. $5,000,000.00 General Aggregate
   b. $1,000,000.00 Products/Completed & Operations Aggregate
   c. $1,000,000.00 Each Occurrence
   d. $1,000,000.00 Personal & Advertising Injury
   e. Completed Value/Builders Risk including interests of the Owner, Contractor, Subcontractors, and Sub-subcontractors and covering the entire project including materials stored offsite and materials in transit.

5. Evidence of required bonds and insurance 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. Self-insurance or own maintenance policy will not be acceptable.

   The CM/GC shall be responsible for the payment of any required taxes or fees associated with the execution of the contract. The CM/GC shall also be responsible for compliance with all acceptable codes and statutes. All deductibles shall be included within the CM/GC responsibilities. All installation and construction work shall be done by subcontractors licensed in the state of Georgia.

6. The CM/GC will be required to use the E Verify system and provide documentation to the owner for compliance.

7. Funding would be the use of local funds.

13. EXHIBIT "A" – GENERAL SCOPE OF WORK

Jefferson Middle School Tennis Court Renovation Project
Scope of Work
Jefferson, Georgia

TENNIS COURTS

The Contractor shall provide all labor, materials, taxes, tools, equipment, fuels, transportation, hoisting, scaffolding, safety devices, equipment, supervision, freight, and any other items necessary to perform all **TENNIS COURTS WORK.**

This bid package is intended to include all responsibilities to the Owner for complete **TENNIS COURTS WORK** specifically set forth below.

General Requirements:

1. Contractor shall submit pricing via Exhibit B Tennis Courts Bid Form.
2. It is the expectation the selected tennis court contractor will be responsible for **ALL WORK LISTED IN THIS BID PACKAGE**
3. Contractor shall provide suitable certificates of insurance for general liability, auto, and workers' compensation
4. Contractor shall be a licensed entity in the state of Georgia
5. 100% Payment and Performance Bond ☒ Required ☐ Not Required.
6. Schedule shall be as follows:
   6.1. Start date: 5/11/26 (pending completion of current tennis season)
   6.2. Completion date: 7/29/26
7. Contractor shall include all mobilizations necessary to complete the work in accordance with the owners schedule.
8. Contractor shall provide the proposal breakdown, scope confirmation, and unit prices called for on the Exhibit B Tennis Courts Bid Form.
9. Contractor shall include all general conditions items for this scope of work including but not limited to submittals, mobilizations, layout, surveying, as-built drawings, travel, supervision, temp toilets, trash removal, tools, equipment, overhead, field measuring, coordination with other trades, coordination with testing agency, hoisting, taxes, and all other incidental work as shown or required for a complete scope of work.
10. Contractor shall coordinate and schedule all deliveries with the owner; contractor must provide their own equipment for unloading.
11. Contractor shall provide owner with complete submittal package including product data, color samples, shop drawings for all materials proposed to be used. Contractor shall submit schedule of work that aligns with owner schedule requirements.

Tennis Courts:

12. Contractor shall maintain safe and clean job site at all times
13. Contractor acknowledges this is an active campus. Close coordination with owner will be essential to not disrupt existing operations or impact tennis seasons.
14. Contractor shall repair/replace items as needed that become damaged from construction operations
15. Contractor shall include demolition of existing asphalt courts, existing netting and posts (net post footings to remain), existing fencing, and existing tennis court light fixtures
16. Existing tennis court fence poles shall remain and receive new paint
17. Existing light poles shall remain and receive new LED light fixtures (30 fixtures/field verify prior to bid submission). Include all adaptors, wiring as necessary, and final connections for a complete system. See attached light fixture spec.
18. Lockable enclosures to be provided at existing lighting switch devices.

19. Contractor shall remove all demolished materials from site and discard at a facility approved to receive construction materials
20. Construction of 5 (five) new tennis courts to match existing layout
21. Contractor shall include all work required for complete **tennis courts,** including but not limited to fine grading, aggregate base course, asphalt paving, court surfacing, tennis court fencing, tennis court accessories, etc. as required for a complete system.
22. Contractor shall examine existing stone subgrade and confirm thickness and suitability for new asphalt paving. Contractor shall utilize owner's 3rd party testing agency to assist with checking the subgrade. Any existing subgrade remediation noted by 3rd party testing agency shall be paid for with site allowance funds. No payment for additional work will be made without recommendation by 3rd party testing agency and approval by owner.
23. Once subgrade conditions have been determined acceptable. Contractor shall haul, place, and laser grade GAB to a minimum thickness of 4" and 95% compaction is achieved. Use vibratory roller on GAB until compaction is achieved. 3rd party testing company to confirm compaction. Slope shall be 1" in 10' going in one direction
24. Contractor shall include all **athletic asphaltic paving** to include, but not limited to: layout, surface prep, base course, placing mix, rolling, etc. as shown or required for its scope of work. Haul and place a minimum of 2" of 9.5 Type 1 asphalt
25. Contractor shall include all **tennis court surfacing** to include, but not limited to: two coats of black resurface and 2 coats of Acrytech color. Court surface to meet ASBA guidelines which are a maximum deviation of ¼" in 10', 1/8" in 3' and no water spots covering more than the thickness of a nickel after one hour of drainage. Colors will be competition blue and competition green. Stripe 5 regulation tennis courts with one coat of primer and two coats of texturized white line paint
26. Contractor shall include all **tennis court fencing** to include, but not limited to: layout, re-paint existing posts and rails with black paint, new 9 ga. mesh fabric and replacing all fittings, gates, gate hardware, etc. as required for its scope of work.
27. Contractor shall include all **tennis court accessories** to include, but not limited to: layout, tennis nets, re-use existing net post footings (modify if necessary), external winding net posts, net straps, center pins, etc. as required for a complete system.
28. Provide windscreen on north and south ends of tennis court fencing. Confirm colors and logos with owner.
29. Contractor shall visit the site, familiarize itself with actual conditions, and verify existing conditions in the field. Contractor shall obtain field dimensions on existing courts, fencing, and light fixtures for use in pricing
30. Installer's Warranty: Installer's standard warranty covering defects in workmanship and materials including but not limited to chalking, checking, cracking, fading, discoloration or other adverse effects from sun exposure or weathering. Installer agrees to repair or replace all defective work at no cost to the Owner. Warranty Period: One (1) year from the date of Substantial Completion.

****Scope of work is subject to change, as the budget dictates.**

14. EXHIBIT "B" – D/B FEE PROPOSAL

EXHIBIT B

Jefferson City Board of Education
D/B Jefferson Middle School Tennis Court Renovation Project
100 Dragon Drive
Jefferson, GA 30549

D/B FEE PROPOSAL

D/B'S FEE: Provide a breakdown of all proposed construction management and design fees beyond direct subcontractor costs, including general conditions, reimbursables/general allowances, contingencies, etc. with definitions of each. Provide fee breakdown for projects $1Million or less, $1M – $5M, $5M - $10M, and $10M and above to represent the full range of project sizes included in this RFP.

1.

Basis of Fee. The **D/B**'s fee is the amount, established by and agreed to by both parties, which is the full amount of compensation due to the **D/B** as gross profit, and for any and all expenses of the Project not included and identified as a Cost of the Work, provided that the **D/B** performs all the requirements of the Contract Documents within the time limits established.

A. **DESIGN FEE:**

Design Fee. For the design consulting services provided by D/B/GC, the Owner shall pay to **D/B** a Design Fee:

	TOTAL
Design Fee (fixed fee)	

B. **CONSTRUCTION FEE:**

Construction Fee. Representing the Gross profit for the construction services provided by **D/B**, the Owner shall pay to D/B/ a Construction Fee.

	TOTAL
Construction Fee (fixed fee or percentage)	

2. **D/B'S EXPENSES AND OVERHEAD COSTS (Preconstruction and Construction):**

The **D/B**'s Overhead Costs. The maximum amount for the **D/B**'s Preconstruction Costs and Expenses and Construction Overhead Costs is inclusive of all direct and incidental expenses.

Maximum Preconstruction Costs and Expenses.	$
Maximum Construction Overhead Costs. This can be a percentage for general conditions.	$
Total Maximum D/B Overhead Cost Allowance	**$**

D/B Legal Name: _____

By Signature of D/B Officer: _____

Title of D/B Officer: _____

Date: _____

COURT ACE SERIES - LARGE

High Lumen Large LED Tennis Court Light

CENTER COURT LIGHTING

SPECIFICATIONS

APPLICATION

The Court Ace (CTA) Series of high output LED luminaires are designed for new outdoor sports lighting applications and to be a replacement for HID sports area lights. They are optimal for lighting applications where long life, low maintenance, and consistent color rendering is required.

CONSTRUCTION

A compact, one-piece die cast housing. Saving costs versus models that are extruded or cast and require additional parts. The heat sink is included in the actual casting, further minimizing the need for additional parts. Standard Arm Mount features an integral arm compatible with our SSA drilled Techlight poles, increasing strength and simplifying installation. Each fixture can accommodate an optional twist-lock photocontrol which allows for further energy savings and an optional PIR motion sensor allows for security. The high lumen output allows the fixture to be used for general area or tennis lighting applications. CTA-L optics are Full Cutoff design. The new CTA-L LED Tennis Court Light delivers maximum value by providing significant energy savings, long life and outstanding photometric performance at an affordable price. The CTA-L delivers 80,000 lumens.

OPTICAL SYSTEM

Made with a state of the art UV stabilized acrylic high performance refractive optical assemblies that use high transmissivity materials to achieve precise photometric distributions.

ELECTRICAL SYSTEM

Available in up to a 80,000 nominal lumens in most optical distributions with either 4000K Neutral White or 5000K Cool White color temperatures. Universal input voltage 120-277Vac, 50/60Hz; 347/480Vac. Operating temperature range -40°C to 40° C.

MOUNTING

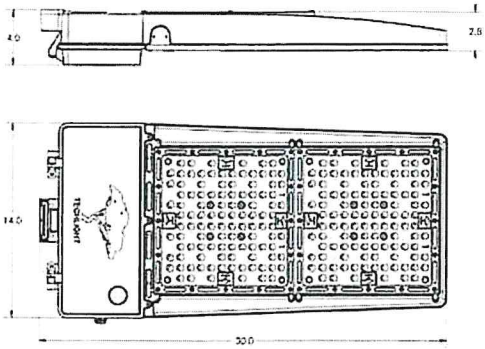
Standard with the CTA-SM + HDW Kit and C35 extended 35' long cord. Available with several or multiple unique mountings, specifically designed to provide one-for-one, and in some cases two-for-one, solutions for replacing existing metal halide or high pressure sodium lighting. Features an integral universal mounting mechanism that allows the luminaire to be easily mounted on most existing drill hole patterns including SSA drilled Techlight poles. This provides significant labor savings. An easy-access door on the bottom of mounting arm allows for wiring without opening the electrical compartment. A mast arm adaptor, adjustable integral slip fitter and other mounting configurations are available.

FINISH

Heavy-duty housing is constructed of cast aluminum is epoxy e-coated with corrosion resistant polyester powder coat finish. Standard colors available: Black, Bronze, US Green, White. Custom colors available upon request.



DIMENSIONS



ORDERING INFORMATION

CTA-L	C	80L	T4T	1	GR
SERIES	COLOR TEMP	NOMINAL LUMENS	OPTICS	VOLTAGE	FINISH
	C = Cool White (5000K) **N** = Neutral White (4000K)	**80L** = 80,000 Lumens	**T4T** = Type IV Tennis	**1** = Multi-Volt[1] **2** = 347~480v (HV)	**BK** = Black **BZ** = Bronze **GR** = US Green **WH** = White **SP** = Special[2]

EXAMPLE: CTA-L-C-80L-T4T-1-GR

NOTES

1 = Multi-Volt is an auto ranging power supply from 100V to 300V input.

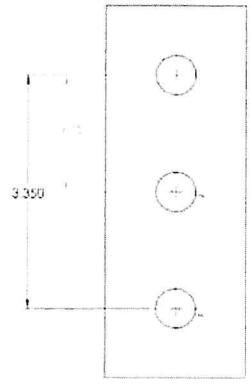
2 = Custom RAL color matching is available. Contact your sales representative for additional info.

LUMINAIRE CHARACTERISTICS

Nominal Lumens	TYPE 4T		
	Lumens	Wattage	Lm/W
80L	81,560	520W	157

System Wattage	L70 @ 25°C	Amperage Draw				
		120V	208V	277V	347V	480V
520W	>50K Hrs.	4.33	2.5	1.88	1.5	1.08

SSA Drill Measurements



ARMS (Order Seperately)

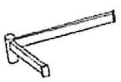
CCS 7° TILT ARMS



Single Straight Arm with 7° Up Tilt
CCS-190
EPA: 1.8 29 lbs.



Double Straight Arm at 180° with 7° Up Tilt
CCS-2180
EPA: 3.4 49 lbs.

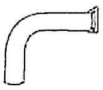


Double Straight Arm at 70° with 7° Up Tilt
CCS-270
EPA: 2.8 49 lbs.



Quad Straight Arm at 70° with 7° Up Tilt
CCS-470
Quad Straight Arm at 90° with 7° Up Tilt
CCS-490
EPA: 3.75 89 lbs.

DAVIT ARMS



Single Davit Arm
DV190
EPA: 0.9 51 lbs.



Double Davit Arm at 180°
DV2180
EPA: 1.4 83 lbs.



Double Davit Arm at 70°
DV270
EPA: 1.1 83 lbs.



Quad Davit Arm at 70°
DV470
Quad Davit Arm at 90°
DV490
EPA: 1.6 145 lbs.

Slide Mount Adaptor (CTA SM) must be used in conjunction with any of the arms above to properly mount CTA fixture. Please identify the color preferred for the slide mount adaptor represented by "XX" at the end of the part number. (CTA SM XX) - XX can be any of the Finishes indicated in the ordering chart: BK, BZ, GR, WH, or SP.

EPAs (ft²)

Fixture Configuration	CCS7 ARM[7]	DAVIT ARM[7]
1 @ 90°	2.5	1.6
2 @ 180°	4.8	2.8
2 @ 70°	3.8	2.2
3 @ 90°	5.5	3.4
4 @ 90° or 4 @ 70°	6.0	3.9

7 = EPA's shown include both the fixture and the mounting apparatus.