

Request for Proposal (RFP)

to provide

Construction Professional Services (CP)

for

**Stephens County Schools 2026 Renovations and Modifications
Districtwide Projects
Toccoa, Georgia**

Copies of the RFP are available on the Stephens County Schools website and the Georgia Procurement Registry, or by e-mailing a request for the RFP to:

CM-at-Risk RFP

Attention: John Stith, Deputy Superintendent of Stephens County Schools

Stephens County School District

191 Big A School Road

Toccoa, Georgia 30577

E-mail: john.stith@stephenscountyschools.org

OWNER:

Stephens County Board of Education

191 Big A School Road

Toccoa, Georgia 30577

The Stephens County Board of Education reserves the right to reject any and all proposals and to waive technicalities.

Solicitation Issue Date: Thursday, September 10, 2026

Proposal Packages Due: Friday, October 9, 2026, at 2:00 p.m.

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REQUEST FOR PROPOSAL
Construction Professional (CP) Services for
Stephens County School District
Stephens County Schools 2026 Renovations and Modifications

The Stephens County Board of Education ("Owner") a Georgia local public school district soliciting proposals from Construction Professionals and firms interested in providing Construction Professional ("CP") services for the Stephens County Schools 2026 Renovations and Modifications. This Request for Proposal ("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 or all proposals, and to waive technicalities and informalities at their discretion.

1. GENERAL PROJECT INFORMATION

Project Description: Refer to Exhibit A for the "Project Description/Scope of Work".

Project Delivery Method

The Preferred Delivery Method for the Project will be Construction Manager-at-Risk (CM @ Risk), and, at a minimum, the Owner will also directly employ the services of a Design Professional in addition to the services of the CP.

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

Project Budget

For preliminary budgets, please see Exhibit A "Project Description/Scope of Work". The preliminary estimated construction budget is \$20 million to \$26 million and is anticipated to be funded with ESPLOST funds. As part of the CP services, the CP will evaluate the Scope of Work and determine a developmental budget for the project, and prioritize the needs. The final construction budget 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 Contractor is anticipated to be finalized at the regular Board meeting on Tuesday, October 20, 2026, following evaluation and any finalist interviews. Preconstruction services are expected to begin immediately upon execution of the contract with the Contractor. Construction services are expected to begin upon execution of applicable Guaranteed Maximum Price (GMP) amendment(s) to the Construction Professional Contract. (All of the dates herein are estimates which are subject to change.) The Owner's first construction priority is the fire-alarm work at Stephens County High School and its connected buildings, and the Owner desires that this work begin as close to December 2026 as practicable. Other pending priority work may also be released early as design, permitting, procurement, funding, and other prerequisites allow. All projects will be Substantially Completed by December 2029.

2. CONSTRUCTION PROFESSIONAL SERVICES REQUIREMENTS

The Contractor will be expected to work collaboratively with the Design Professional to provide preconstruction 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 Contractor will be responsible for methods of construction, 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 Contractor will be required to work collaboratively with the Owner's consultants.

3. CONTRACT INFORMATION

This is a Construction Professional Contract. The contract format will be an Actual Cost plus a percentage Fee not to exceed the Guaranteed Maximum Price (GMP) Agreement as indicated on Exhibit B. The contract may include liquidated damages for late project completion. During Pre-Construction, the Contractor 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 Contractor shall select all construction subcontracts by competitive selection using cost and other factors, with Owner approval of each subcontractor.

Form of Agreement

The agreement between the Owner and the Contractor shall be a modified "AIA Document A133-current edition - Standard Form of Agreement Between Owner and Construction Manager as Constructor 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 a modified "AIA Document A201-2017 - General Conditions of the Contract for Construction", along with the Owner's modifications and Supplementary Conditions (if any). The General Requirements of the CP contract and general conditions are not open for negotiation. The construction services will be on an actual cost basis with all savings under the GMP, including unused contingency, returned to the Owner.

4. SELECTION PROCESS

Selection of the Contractor will be a qualification/fee proposal evaluation process. Proposals will be evaluated using the published criteria, with qualifications comprising 80% of the total score and the Fee Proposal comprising 20%. Proposers will be ranked by total score, and fee negotiations will begin with the highest-ranked firm.

* The Owner reserves the right to interview up to the top three ranked proposers, if they so choose. If interviews are conducted, the proposers interviewed will then be re-ranked, and fee negotiations will begin with the top ranked firm from the interview process.

5. SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated will be current standard time in Toccoa, Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary and as permitted by Georgia law.

RFP Estimated Time Line:

Schedule of Events:

- a. Owner begins 30-calendar-day public/newspaper/website advertisement of RFP: Thursday, September 10, 2026 (advertising continues through Friday, October 9, 2026)
- b. Optional pre-proposal appointments and project-site visits: By appointment
- c. Deadline for written questions/requests for clarification (see Section 7): Friday, September 25, 2026, at 4:00 p.m.
- d. Owner issues written responses/addenda to questions: Friday, October 2, 2026
- e. Deadline for submission of Proposal: Friday, October 9, 2026, at 2:00 p.m.
- f. Owner evaluation period: Friday, October 9, 2026 through Monday, October 19, 2026
- g. Interviews with Finalists (if needed): Monday, October 19, 2026
- h. Recommendation and final selection by Stephens County BOE at regular Board meeting: Tuesday, October 20, 2026

6. OPTIONAL PRE-PROPOSAL APPOINTMENTS AND PROJECT-SITE VISITS

Prospective proposers may schedule an optional meeting and relevant project-site visits with John Stith, Deputy Superintendent of Stephens County Schools, by e-mailing john.stith@stephenscountyschools.org. Failure to schedule or attend will not disqualify a proposer. Questions requiring an official clarification or change to the RFP must be submitted in writing under Section 7, and official responses will be distributed by addendum.

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. Questions about any aspect of the RFP, or the project, shall be submitted in writing (**e-mail only**) to:

Mr. John Stith, Deputy Superintendent
Stephens County School District
e-mail: john.stith@stephenscountyschools.org
Phone calls will not receive an official response.

The deadlines for submission of questions relating to the RFP are the times and dates shown in the (Schedule of Events-Section 5). All relevant questions and requests for clarification received and the corresponding responses will be posted on

the Owner's website, and will be distributed to those who requested documents, as an addendum to the original solicitation for services. 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, during an optional appointment or project-site visit, 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 Contractors. 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.
- Firm must have sufficient bonding capacity for the anticipated total cost of the Work and in amounts sufficient to satisfy the statutory bond requirements applicable to public works construction under O.C.G.A. § 36-91-21. Provide a letter or other supporting documentation from a bonding company confirming the firm's capacity to furnish all required payment and performance bonds for the Project in the amounts required by Georgia law.
- Firm must have a current Contractor's Public Liability Insurance policy, and must be 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. Pollution Insurance with limits of not less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Owner shall be named additional insured on the Pollution Policy. (The Owner reserves the right to require additional limits and/or coverage for actual contract.) Provide your current insurance certificate.
- Firms 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.
- Firm must demonstrate sufficient cash flow to undertake the project as evidenced by a current ratio (current assets/current liabilities) of 1.0 or higher.
- 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

- 10% Factor:** *Stability of the firm, including the firm's corporate history, resources, form of ownership, litigation history, financials, bonding capacity, and overall organizational capacity.*
- 20% Factor:** *Firm's Relevant Project Experience and Qualifications, including effective management of facilities comparable in complexity and function for public owners, with emphasis on Georgia public schools, and demonstrated experience assisting school systems with Georgia Department of Education capital outlay funding applications, eligible-cost documentation, reimbursement submissions, coordination, and project closeout.*
- 15% Factor:** *Firm's Capacity, Availability, and Readiness for Expedited Project Initiation, including the firm's current and projected workload, ability to mobilize qualified personnel, and proposed approach to begin priority projects as close to December 2026 as practicable, with particular emphasis on the high-school campus and its connected buildings.*
- 20% Factor:** *Proposed Project Team's Relevant Experience and Qualifications, including the experience of the project*

manager, superintendent, estimator, and other key personnel on completed projects of similar type and complexity; the team's experience with effective budget and schedule control; and the percentage of each primary team member's time committed to this project.

15% Factor: *Districtwide Facility Condition Assessment and Long-Range Capital Planning, including the firm's proposed methodology and capability to evaluate the condition and remaining useful life of major building systems and components; develop planning-level costs; prioritize needs; and recommend a phased, multi-year capital improvement plan and project schedule.*

20% Factor: *Evaluation of the submitted Fee Proposal, as submitted on 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 (40) 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. A completed proposal packet must include a signed Non-Collusion Affidavit along with the required E-Verify Affidavit(s). Tab sheets also do not count toward limit. Each submittal shall be prepared simply and economically, providing straightforward, concise delineation of respondent's 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:**

PROPOSALS

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 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 Architects 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. Firm must provide a letter or other supporting 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.
 - e. Owner/Architect contact information.
 - f. Explanation as to how the highlighted project relates to the current Project being considered. If the firm has multiple offices, indicate the office responsible for each highlighted project
- B2 Provide examples demonstrating the firm's experience assisting Georgia public school systems with Georgia Department of Education capital outlay funding and reimbursement processes, including applications, project eligibility and documentation, coordination, reimbursement submissions, and closeout. For each example, identify the school system, project, amount of state funding or reimbursement (if available), the firm's role, the outcome, and a current owner reference.

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.
- C3 Provide a proposed mobilization and early-work plan showing the firm's capacity and earliest feasible date to begin priority projects. Specifically address how the firm would pursue commencement of fire-alarm work at Stephens County High School and its connected buildings as close to December 2026 as practicable, including team availability, preconstruction activities, design coordination, permitting, procurement and long-lead items, bid packages or GMP amendments, and known assumptions or constraints.

D. Qualifications and Experience of Proposed Project Team

- D1 Describe your firm's proposed organization for the construction management team including, project executive, project director, project manager, superintendent, cost estimator, etc., who will manage the project. Please designate the specific individuals to fill the following key roles on your team:
- a. Superintendent(s)
 - b. Project Manager

- c. Project Executive / Project Director
- d. Cost Estimator
- e. Other (please describe, if applicable)

- D2 Please provide, for each of the above personnel, current resume listing relevant project experience, 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 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. This 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 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 CP 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 Architect/Owner (with current contact information) familiar with your performance on each of the above projects. Provide a Program Manager reference (if applicable).
 - c. List the individuals who served as the Project Executive/Director, Project Manager, Superintendent, and Cost Estimator on the projects. Please note whether these individuals are still employed with your firm.
 - d. Indicate those projects where an architect, engineering consultant, and contractor 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. 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. 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 management responsibility and accountability for project concerns.
- E1.1 Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the Architect, Owner, and other stakeholders as applicable.
- E1.2 Describe your procedures for routine solving of 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 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 contractor 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 O.C.G.A. § 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 Describe the firm's proposed approach to a districtwide facility condition assessment (facility audit) and long-range capital plan. Explain how the firm would inventory and assess major building systems and components, estimate their condition and remaining useful life, develop planning-level costs, rank priorities, and recommend a phased multi-year schedule aligned with safety, educational impact, funding and eligibility, school calendars, design and permitting, procurement, and construction sequencing. At a minimum, address HVAC, flooring, roofs, fire-alarm and life-safety systems, and other significant capital assets.
- E10 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.
- E11 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:
$$\text{Incident Rate} = \# \text{ of Injuries} \times (200,000) / \# \text{ Total Man Hours}$$
- E12 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.

10. SUBMITTAL OF FEE PROPOSALS

Fee Proposals must be submitted separately, in a sealed envelope, with the Proposal. **Firms must use the attached "CP Fee Proposal" forms (Exhibit B, attachment A, & B) 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.

11. SUBMITTAL OF PROPOSAL AND FEE PROPOSAL

All responses must be sealed in an opaque envelope or box, and reference the **Stephens County School District - Stephens County Schools 2026 Renovations and Modifications** on envelopes or boxes and be addressed to the address 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 thumb drive) of their Proposal submittal, and the same of the separate sealed fee submittal to:

**CM-at-Risk RFP
Attention: John Stith, Deputy Superintendent
Stephens County School District
191 Big A School Road
Toccoa, Georgia 30577**

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 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 qualifications 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.

12. FINAL EVALUATION AND SELECTION

Upon completion of the evaluation of 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 Contractor and the agreed upon fee have been determined, a CP services contract will be awarded by the Owner.

*The Owner reserves the right to interview up to the top three ranked proposers, if they so choose. If interviews are conducted, the proposers interviewed will then be re-ranked, and fee negotiations will begin with the top ranked firm from the interview process.

13. 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 bids. 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 technicalities and informalities noted in a response 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 to by the Stephens County School 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 or qualifications; (2) waiver of any representations under the proposal or documents; (3) approval or rejection of any proposal or qualifications; 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 for 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, however, 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, contractors, builders, architects, engineers and laborers resident in the State of Georgia are to be granted the same preference over materialmen, contractors, 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 bids 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.

Immigration Reform Compliance Requirement.

The successful Proposer will be required to certify compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act O.C.G.A. § 13-10-90 et.seq., by meeting or having complied with one of the (2) following provisions and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01:

- 1) The Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 and the Georgia Security and Immigration Compliance Act by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees;
- 2) The successful proposer shall comply with the stipulations cited in Security and Immigration Compliance Act O.C.G.A. § 13-10-91. with respect to the proper federal authorizations regarding the right to work for

subcontractors and contractors.

E-Verify: Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The successful Proposer will be required to submit an Affidavit verifying its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the firm or corporation which is engaged in the performance of services on behalf of the Stephens County School Board of Education has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the Contractor will continue to use the federal work authorization program throughout the contract period and will contract for the physical performance of services in satisfactory 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). The affidavit shall include the CP's Federal Work Authorization User Identification Number and date of authorization.

Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Proposal and Proposals (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 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 in the therein. By submission of a response, the Proposer certifies that the proposal is genuine and made without collusion, fraud, or anti-competitive agreement with any other person or entity; that the Proposer has not directly or indirectly induced or solicited any other proposer to submit a false or sham proposal or to refrain from submitting a proposal; and that the Proposer has not sought by collusion, communication, agreement, or other improper means to obtain any advantage over any other proposer or to influence the Owner's selection process.

Exhibit A

Project Description / Scope of Work**

**Stephens County School District
Stephens County Schools 2026 Renovations and Modifications**

Project may include, but is not limited to, the following (all information herein is subject to change):

Estimated Construction Budget: \$20 million to \$26 million.

Funding Source: ESPLOST funds.

Work Required

- Fire-alarm system replacements and upgrades at Liberty Elementary School, Toccoa Elementary School, Big A Elementary School, Stephens County Advancement Academy, the Stephens County High School campus and its connected buildings, and the Stephens County Board of Education office. The fire-alarm work at Stephens County High School and its connected buildings is the first priority, with work desired to begin as close to December 2026 as practicable, subject to design, permitting, procurement, funding, and other project prerequisites.
- Athletic-facility improvements at Stephens County Middle School and Stephens County High School, including, but not limited to, fields and related site work; field houses, including the high-school home-side football field house; press boxes and visitor-side or stadium improvements; concessions; restrooms; locker and team facilities; storage; lighting; seating and bleachers; accessibility; parking; fencing; drainage; utilities; and other supporting athletic facilities or infrastructure. Work may include renovation, replacement, expansion, or new construction as needs are identified, funding permits, and the Owner approves.
- Stephens County Middle School roof and HVAC improvements.
- Districtwide bathroom and front-office renovations as needs are identified.
- Paving improvements at the elementary schools, Stephens County Middle School, and the Board Office.
- STEM labs anticipated at each of the four elementary schools, subject to available funding and suitable space.
- Additional projects and scopes of work at any district-owned facility, including renovations, additions, modifications, repairs, replacements, site work, infrastructure, equipment, and related improvements. The Owner may add, remove, modify, phase, or reprioritize projects as needs arise, subject to available funding, Owner approval, and applicable procurement and contract requirements.

Anticipated Schedule

The fire-alarm work at Stephens County High School and its connected buildings is the first priority, with work desired to begin as close to December 2026 as practicable. Other pending priority work may also be released early as project

prerequisites allow. The remaining work is anticipated to proceed in phases, with overall substantial completion by December 2029.

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

EXHIBIT B

Stephens County School District

CP FEE PROPOSAL

1. CP'S FEE:

Basis of Fee. The CP's fee is the amount, established by and agreed to by both parties, which is the full amount of compensation due to the CP 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 CP performs all the requirements of the Contract Documents within the time limits established.

A. PRECONSTRUCTION FEE:

Preconstruction Fee. For the preconstruction consulting services provided by CP, the Owner shall pay to CP a Preconstruction Fee:

	TOTAL
Preconstruction Fee (fixed fee)	

B. CONSTRUCTION FEE:

Construction Fee. Representing the Gross profit for the construction services provided by CP, the Owner shall pay to CP a Construction Fee.

	TOTAL
Construction Fee (percentage)	

2. CM'S EXPENSES AND OVERHEAD COSTS (Preconstruction and Construction):

The CP's Overhead Costs. The maximum amount for the CP's Preconstruction Costs and Expenses and Construction Overhead Costs is inclusive of all direct and incidental expenses as described in Attachments A and Attachments B.

Maximum Preconstruction Costs and Expenses (From Attachment A. Do Not include the Pre-Construction Fee In this amount)	\$
Maximum Construction Overhead Costs (From Attachment B. Do Not include the Pre-Construction Fee In this amount)	\$
Total Maximum CP Overhead Cost Allowance (Sum of A and B)	\$

CP Legal Name

By:

Signature of CP Officer

Title of CP Officer

EXHIBIT B - ATTACHMENT "A"

I. PRECONSTRUCTION COSTS AND EXPENSES BREAKDOWN

	Description	Qty	Unit	Labor*	Mat'l**	Sub	Labor Subtotal	Mat'l Subtotal	Sub Subtotal	Total	Notes
A.	Preconstruction - Supervision & Management:										
1	Senior Project Mgr.		mos				\$0	\$0	\$0	\$0	
2	Project Mgr.		mos				\$0	\$0	\$0	\$0	
3	Preconstruction Manager		mos				\$0	\$0	\$0	\$0	
4	Project Supt.		mos				\$0	\$0	\$0	\$0	
5	Cost Control		mos				\$0	\$0	\$0	\$0	
6	Scheduling		mos				\$0	\$0	\$0	\$0	
7	Secretary		mos				\$0	\$0	\$0	\$0	
8	Consultant		mos				\$0	\$0	\$0	\$0	
9	Other (Identify)		mos				\$0	\$0	\$0	\$0	
	Subtotal									\$0	

B.	Preconstruction - Miscellaneous										
10	Office Supplies		mos				\$0	\$0	\$0	\$0	
11	Postage & Shipping		mos				\$0	\$0	\$0	\$0	
12	Blueprint/Photostat.		ls				\$0	\$0	\$0	\$0	
13	Phone Charges		mos				\$0	\$0	\$0	\$0	
14	Phone Charges-Long Dist.		mos				\$0	\$0	\$0	\$0	
15	Courier Service		mos				\$0	\$0	\$0	\$0	
16	Travel Expenses		mos				\$0	\$0	\$0	\$0	
17	Other (Identify)		mos				\$0	\$0	\$0	\$0	
	Subtotal									\$0	

TOTAL ALL PRECONSTRUCTION COST AND EXPENSES									\$0	
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EXHIBIT B - ATTACHMENT "B"

II. CONSTRUCTION OVERHEAD COST BREAKDOWN											
	Description	Qty	Unit	Labor*	Mat'l**	Sub	Labor Subtotal	Mat'l Subtotal	Sub Subtotal	Total	Notes
	Site Supervision & Management:										
1	Senior Project Mgr.		mos				\$0	\$0	\$0	\$0	
2	Project Mgr.		mos				\$0	\$0	\$0	\$0	
3	Project Supt.		mos				\$0	\$0	\$0	\$0	
4	Project Supt.		mos				\$0	\$0	\$0	\$0	
5	Area Supt.		mos				\$0	\$0	\$0	\$0	
6	Secretary		mos				\$0	\$0	\$0	\$0	
7	Project Engineer		mos				\$0	\$0	\$0	\$0	
8	Project Engineer		mos				\$0	\$0	\$0	\$0	
9	Office Engineer		mos				\$0	\$0	\$0	\$0	
10	Engineer or Eng. Company		mos				\$0	\$0	\$0	\$0	
11	Rodman		mos				\$0	\$0	\$0	\$0	
12	Cost Control		mos				\$0	\$0	\$0	\$0	
13	Safety Engineer		mos				\$0	\$0	\$0	\$0	
14	Scheduling		mos				\$0	\$0	\$0	\$0	
15	Purchasing		mos				\$0	\$0	\$0	\$0	
16	Project Accountant		mos				\$0	\$0	\$0	\$0	
17	Other (Identify)		mos				\$0	\$0	\$0	\$0	
18	Other (Identify)		mos				\$0	\$0	\$0	\$0	
	Subtotal									\$0	

	Site Office Expense:										
19	Job Office Trailer Rent		mos				\$0	\$0	\$0	\$0	
20	Office Jobsite Build Out		ls				\$0	\$0	\$0	\$0	
21	Office Jobsite Set-up		ls				\$0	\$0	\$0	\$0	
22	Temp. Const. Trailer/Storage		ea				\$0	\$0	\$0	\$0	
23	Office Furniture		ls				\$0	\$0	\$0	\$0	
24	Office Machines/Equip.		mos				\$0	\$0	\$0	\$0	
25	Copy Machines/Maintenance		mos				\$0	\$0	\$0	\$0	
26	Office Supplies		mos				\$0	\$0	\$0	\$0	
27	Janitor/San. Supplies		mos				\$0	\$0	\$0	\$0	
28	Postage & Shipping		mos				\$0	\$0	\$0	\$0	
29	First Aid/Med. Treat.		mos				\$0	\$0	\$0	\$0	
30	Job Signs		ea				\$0	\$0	\$0	\$0	
31	Progress Photos		mos				\$0	\$0	\$0	\$0	
32	Extra Plans & Specs.		allow				\$0	\$0	\$0	\$0	
33	Blueprint/Photostat.		ls				\$0	\$0	\$0	\$0	
34	Telephone System		ls				\$0	\$0	\$0	\$0	
35	Phone Installation		ls				\$0	\$0	\$0	\$0	

II. CONSTRUCTION OVERHEAD COST BREAKDOWN											
	Description	Qty	Unit	Labor*	Mat'l**	Sub	Labor Subtotal	Mat'l Subtotal	Sub Subtotal	Total	Notes

36	Phone Charges		mos				\$0	\$0	\$0	\$0	
37	Phone Charges-Long Dist.		mos				\$0	\$0	\$0	\$0	
38	Radio Communications		ea				\$0	\$0	\$0	\$0	
39	Radio Maintenance		ls				\$0	\$0	\$0	\$0	
40	Other (Identify)		ls				\$0	\$0	\$0	\$0	
	Subtotal									\$0	

	Safety & Security:										
41	Safety Incentives		ls				\$0	\$0	\$0	\$0	
42	Sidewalk Barricades		ls				\$0	\$0	\$0	\$0	
43	Safety Railings		lf				\$0	\$0	\$0	\$0	
44	Opening Closures		lf				\$0	\$0	\$0	\$0	
45	Weather Protection		mos				\$0	\$0	\$0	\$0	
46	Ladders & Stairs		ea				\$0	\$0	\$0	\$0	
47	Watchman/Guard Ser.		mos				\$0	\$0	\$0	\$0	
48	Fences & Gates		ls				\$0	\$0	\$0	\$0	
49	Traffic Control		wks				\$0	\$0	\$0	\$0	
50	Fire Protection, Extinguishers, Barrels		ea				\$0	\$0	\$0	\$0	
51	Safety Equipment		mos				\$0	\$0	\$0	\$0	
52	Rainwear/Hardhats, etc.		ls				\$0	\$0	\$0	\$0	
53	Other (Identify)		ls				\$0	\$0	\$0	\$0	
	Subtotal									\$0	

	Cleaning:										
54	Daily Cleaning		mos				\$0	\$0	\$0	\$0	
55	Final Cleanup-Building		sf				\$0	\$0	\$0	\$0	
56	Window/Skylight Cleaning		sf				\$0	\$0	\$0	\$0	
57	Trash Bin Rent/Haul		mos				\$0	\$0	\$0	\$0	
58	Trash Chutes/Hoppers		ea				\$0	\$0	\$0	\$0	
59	Dump Fees/Hauling		mos				\$0	\$0	\$0	\$0	
60	Dust Barricades		sf				\$0	\$0	\$0	\$0	
61	Other (Identify)		sf				\$0	\$0	\$0	\$0	
	Subtotal									\$0	

II. CONSTRUCTION OVERHEAD COST BREAKDOWN											
	Description	Qty	Unit	Labor*	Mat'l**	Sub	Labor Subtotal	Mat'l Subtotal	Sub Subtotal	Total	Notes

	Temporary Utilities/Misc.										
62	Temp. Electric-Office		mos				\$0	\$0	\$0	\$0	
63	Security-Office		mos				\$0	\$0	\$0	\$0	
64	Temp. Electric -Building		mos				\$0	\$0	\$0	\$0	
65	Water - Field Office		mos				\$0	\$0	\$0	\$0	
66	Water - Coolers		ls				\$0	\$0	\$0	\$0	
67	Water Barrels		ls				\$0	\$0	\$0	\$0	
68	Ice Machine		mos				\$0	\$0	\$0	\$0	
69	Ice and/or Cups		mos				\$0	\$0	\$0	\$0	
70	Temporary Toilets Install		ea				\$0	\$0	\$0	\$0	
71	Temporary Toilets		mos				\$0	\$0	\$0	\$0	
72	Cold Weather Protection		mos				\$0	\$0	\$0	\$0	
73	Temp. Heat for Bldg.		mos				\$0	\$0	\$0	\$0	
74	Drug Testing		ls				\$0	\$0	\$0	\$0	
75	Computer-PCS		allow				\$0	\$0	\$0	\$0	
76	Computers		ls				\$0	\$0	\$0	\$0	
77	Software		ls				\$0	\$0	\$0	\$0	
78	MIS Charges		ls				\$0	\$0	\$0	\$0	
79	Off-Site Parking		ls				\$0	\$0	\$0	\$0	
80	Living Expenses		mos				\$0	\$0	\$0	\$0	
81	Executive Travel		ls				\$0	\$0	\$0	\$0	
82	Air Fare		trips				\$0	\$0	\$0	\$0	
83	Car Rental		trips				\$0	\$0	\$0	\$0	
84	Hotel		trips				\$0	\$0	\$0	\$0	
85	Meals		days				\$0	\$0	\$0	\$0	
86	Ceremony Expense		ls				\$0	\$0	\$0	\$0	
87	Other (Identify)		ls				\$0	\$0	\$0	\$0	
	Subtotal									\$0	

	General Equipment:										
88	Automobiles		mos				\$0	\$0	\$0	\$0	
89	Pickup Trucks		mos				\$0	\$0	\$0	\$0	
90	Temporary Parking		mos				\$0	\$0	\$0	\$0	
91	Small Tools/Expendables		ls				\$0	\$0	\$0	\$0	
92	Survey Equipment		mos				\$0	\$0	\$0	\$0	
93	Hoist/Operator		mos				\$0	\$0	\$0	\$0	
94	Hoist Service		mos				\$0	\$0	\$0	\$0	
95	Erect/Dismantle Hoist		ls				\$0	\$0	\$0	\$0	
96	Tower Crane Service		ls				\$0	\$0	\$0	\$0	
97	Erect/Dismantle Crane		ls				\$0	\$0	\$0	\$0	

II. CONSTRUCTION OVERHEAD COST BREAKDOWN											
	Description	Qty	Unit	Labor*	Mat'l**	Sub	Labor Subtotal	Mat'l Subtotal	Sub Subtotal	Total	Notes

98	Crane Rental/Operator		mos				\$0	\$0	\$0	\$0	
99	Temp. Elev. & Operator		mos				\$0	\$0	\$0	\$0	
100	Repair Cab/Temp. Elev.		ls				\$0	\$0	\$0	\$0	
101	Protect Perm. Elevator		ls				\$0	\$0	\$0	\$0	
102	Fuel/Oil/Grease		mos				\$0	\$0	\$0	\$0	
103	Vehicle Repairs/Maintenance		ls				\$0	\$0	\$0	\$0	
104	Other (Identify)		ls				\$0	\$0	\$0	\$0	
	Subtotal									\$0	

	Bonds & Insurance:										
105	Perform. & Payment Bonds		ls				\$0	\$0	\$0	\$0	
106	Workers Comp. Insurance		ls				\$0	\$0	\$0	\$0	
107	Builders Risk Insurance		ls				\$0	\$0	\$0	\$0	
108	Liability Insurance		ls				\$0	\$0	\$0	\$0	
109	Subguard Insurance		ls				\$0	\$0	\$0	\$0	
110	Other (Identify)		ls				\$0	\$0	\$0	\$0	
	Subtotal									\$0	

TOTAL ALL CONSTRUCTION OVERHEAD COSTS:										\$0	
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NON-COLLUSION AFFIDAVIT

State of _____.
County of _____.

_____, being first duly sworn deposes and says that:

(1) He/She is _____ of
(owner, partner, officer representative, or agent)
_____, the Proposer that has submitted the attached response;

(2) He/She is fully informed respecting the preparation and contents of the attached response and of all pertinent circumstances respecting such response;

(3) Such response is genuine and is not collusive or sham bid;

(4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm or person to submit a collusive or sham bid response in connection with the RFP for which the attached response has been submitted or to refrain from bidding in connection with such RFP, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other responder, firm or person to fix the price or prices in the attached response or of any other responder, or, to fix any overhead, profit or cost element of the bid price or the bid price of any other responder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Stephens County Board of Education or any person interested in the RFP and subsequent contract; and

(5) The price or prices quoted in the attached response are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the responder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed: _____

(Title)

Subscribed and sworn to before me
this _____ day of _____, 20____

Notary Public

My commission expires _____ .

CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-

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 Stephens County Board of Education 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

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ 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 _____,
20____.

NOTARY PUBLIC

My Commission Expires: _____

SUBCONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(B)(3)

By executing this affidavit, the undersigned subcontractor 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 under a contract with

Name of Subcontractor

on behalf of the Stephens County Board of Education 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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned subcontractor shall submit, at the time of such contract, this affidavit to

Name of Contractor

Subcontractor 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 Subcontractor

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ 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 _____, 20_____.

NOTARY PUBLIC

My Commission Expires: _____