



REQUEST FOR PROPOSALS

TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES

FOR THE CONSTRUCTION OF:

NEW ELEMENTARY SCHOOL
to replace
WEST POINT ELEMENTARY
1701 EAST 12th STREET
WEST POINT, GEORGIA

TROUP COUNTY SCHOOL SYSTEM
LAGRANGE, GEORGIA



SAE Project Number:

01-664-154

INTRODUCTION

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

- **New Elementary School to Replace the Existing West Point Elementary School**
 - The project will be a phased construction project, anticipated to include four (4) phases.
 - See supplemental Phasing Plan A000, copy attached.
 - Phase 1
 - Construction of a New Gymnasium and Band/Chorus Suite
 - Approximate sf is 17,600 sf
 - Phase 2
 - Demolition of the existing Gymnasium and locker room building (approximately 14,500 sf)
 - Phase 3
 - Construction of a two-story education facility connected to Phase 1 construction. The approximate size of the two-story facility is 84,800 sf.
 - Phase 4
 - Demolition of the remainder of the existing school building (approximately 57,500 sf)
 - Construction of the new parking lot and drives where the old facility was located.

The project's construction budget is \$40,000,000. Construction of the project is anticipated to commence in July 2027, with work to be completed in June 2029.

A **mandatory** pre-proposal conference will be held on **October 13, 2026 @ 10:00 am** at West Point Elementary School, 1701 East 12th Street, West Point, GA, 31833. Proposals submitted by CMs who do not attend the conference will **NOT** be accepted.

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

The services to be performed by the CM will have as their objective the efficient, economical, and timely delivery of the project by managing the construction of the project within the time and cost limitations and within established quality requirements. The services will be performed during the pre-construction phase, construction phase and post construction phase including working with the owner in estimating, value engineering, arrangements of bid packages, bidding and award of the trade contracts, and management of construction until occupancy is achieved, and implementing the one (1) year warranty and one (1) year warranty inspection.

The procedures for public works construction contracts as established by the Georgia Local Government Public Works Construction Law, O.C.G.A., 36-91-1 shall be followed. Final selection will be made in accordance with the policies and administrative directives of the School System and any other statutory provisions.

Responses must be received by the Troup County Schools Central Office at 100 North Davis Road, LaGrange, GA 30241 on or before 2:00 pm on October 29, 2026, after which they will no longer be accepted. Late responses will be returned unopened and will not be considered. To be accepted, all responses must be submitted in a sealed package marked **“New Elementary School to replace West Point Elementary School”**. Oral or telegraphic (including FAX) responses are not acceptable. Six (6) copies of each proposal must be forwarded or delivered to:

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

All proposals will be opened at the Troup County Schools Central Office at the same time, immediately after 2:00 pm on October 29, 2026.

PROJECT SELECTION TIMELINE:

Advertise for CM @ Risk	September 29, 2026
Mandatory Preproposal Conference	October 13, 2026, 10:00 am
CM @ Risk Proposals Due	October 29, 2026 @ 2:00pm
BOE Approval of C.M. @ Risk Contract	November 12, 2026

GENERAL INFORMATION

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

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

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

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

Proposal documents may be examined at Southern A&E's office at 7951 Troon Circle, Austell, Georgia 30168 or by calling 770-819-7777 to request a password and a link to Southern A&E's online plan service to view the documents. Proposal documents will not be sent to plan rooms. All documents, including any addenda will only be posted at the office of Southern A&E and at their online plan room.

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

Troup County School System reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be e-mailed to proposers of record and posted to the Troup County School System's website, www.troup.org. Proposers should check this web page frequently for new information.

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

Proposals are subject to the Georgia Open Records Act. The only information that will be publicly available prior to the School District's awarding of a contract will be a list of proposers submitting proposals. After contract award has been publicly voted on by the Board of the School District, other information will be available. A Proposer shall clearly identify information contained in their proposal(s) that it deems to be proprietary and shall specify the Official Code of Georgia Annotated (O.C.G.A.) Title, Chapter & Section that applies. The School District accepts no responsibility for such proprietary information being released if not clearly identified as such. All information received pursuant to this solicitation and public access to any of this information shall be in accordance with the Georgia Law.

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

Troup County School System reserves the right to select or reject any and all responses as a result of this Request for Proposal. The school system is not liable for any costs incurred by any person or firm responding to this Request for Proposal.

The Troup County School System also reserves the right to negotiate with proposers prior to the award for the purpose of obtaining best and final offers. All responsible proposers whose proposals are found reasonably susceptible of being selected will be given an opportunity to participate in negotiations and to submit a best and final offer. The Troup County School System shall not disclose the contents of proposals to competing proposers during the negotiations. Reference O.C.G.A 36-91-21 for regulations for best and final offers.

The contract shall be awarded to the lowest responsible and responsive Proposer whose proposal meets the requirements and criteria set forth in the Request for Proposals. The School District will make an award to the responsible and responsive Proposer whose proposal is determined in writing to be the most advantageous to the School District, taking into consideration the evaluation factors set forth in the request for proposals.

GENERAL REQUIREMENTS

CM Responsibility

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

The CM agrees to perform all work in compliance with O.C.G.A.13-10-91, Georgia Security and Immigration Compliance Act. The CM shall state affirmatively that the individual, firm, or corporation which is contracting with the Troup County School System, has registered with and is participating in a federal work authorization program using any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. See **Attachment 7** that must be complete with proposal.

The CM further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Troup County School System, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Troup County School System at the time the subcontractor(s) is retained to perform such service.

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

Required Bonds and Insurance

1. Prior to the award of a GMP contract, the CM shall provide the school system with a 100 percent Performance and Payment Bond from a bonding institution listed in the current edition of the Federal Register as a surety for its faithful performance of this contract. Bonds must be kept in force for the duration of the contract; and, executed by a resident agent of the State of Georgia; and, be in compliance with Georgia Revised Statutes. The CM's performance and payment bonds shall be included in the CM's Fee Proposal
2. Subcontractor Default Insurance: Construction management firms may, at the construction manager's discretion, provide SDI Insurance for Trade (Sub) contractors. If SDI insurance is to be provided, the insurance shall cover all trades.
 - a. The cost of SDI Insurance shall be part of the Construction Management Fee.
 - b. The cost of the insurance shall be listed on the proposal form as a percentage of the overall cost of the work.
3. Bonding of Trade (Sub) Contractors: Construction management firms may, at the construction manager's discretion, provide bonding for trade (sub) contractors.
 - a. The cost for the subcontractor bonds shall be considered as part of the Construction Management Fee.
 - b. The cost for the bonds shall be listed on the proposal form and shall be stated as a percentage of the overall cost of the work.
4. Evidence of required bonds shall be presented prior to the execution of contract, insurance policies to be carried under the agreement shall not be changed, canceled, or allowed to expire without thirty (30) days prior written notification to the school system. The cost for the bonds shall be listed on the proposal form and shall be stated as a percentage of the overall cost of the work.

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

1. Comprehensive General Liability Insurance. Combined Single limits including Bodily Injury and Property Damage with limits of \$1,000,000 for each occurrence, personal and advertising injury with a limit of \$1,000,000 per occurrence and \$2,000,000 general and products/completed operations aggregates. General Liability should include premises/operations coverage and products and completed operations coverage. Policy should include X, C, U (Explosion, Collapse, and Underground Coverage).
2. Auto Liability - including Owner, hired, and non-owned vehicles with Combined Single limits including Bodily injury and Property damage of \$1,000,000 for each occurrence.
3. Umbrella Excess Liability Insurance: Contractor shall carry umbrella excess liability including Auto, General Liability and Workers' Compensation in the amount of \$1,000,000 over existing primary insurance and over self-insured hazards.

4. Worker's Compensation: As required by law.
5. Environment Impairment Liability and/or Pollution Liability: \$1,000,000 per occurrence.

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

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

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

Taxes, Fees, Code Compliance and Licensing

The CM shall be responsible for the payment of any required taxes or fees associated with the execution of a GMP contract. The CM shall also be responsible for compliance with all applicable codes and statutes. All installation and construction work shall be done by sub- contractors licensed in the State of Georgia.

Payment

CM shall submit monthly payment applications using AIA G702 and AIA G703 Continuation Sheets in addition to Georgia State Department of Education DE Form 0263, July 1982 Edition.

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

REPRESENTATIVE SERVICES TO BE PROVIDED BY THE C.M.

Project Planning

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

Bidding and Awarding Phase

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

Construction Phase

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

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

Post Occupancy Phase

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

SELECTION PROCESS

The services being sought under the RFP are considered professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the responding firms and will result in an award that is in the best interest of the School System. The selection process for these services may proceed in two phases. At the completion to the second phase, a GMP contract may be negotiated. Evaluations will be performed by a committee. The following is a summary of the selection process:

Phase I - Proposal Evaluation

Interested CM's responding to this proposal request must provide the information required to meet the criteria contained in "Response Format and Contents". The evaluation committee will evaluate submittals and choose the most highly qualified CM, and may invite them to participate in Phase II of the selection process. The following criteria will be considered in choosing the most highly qualified CM:

1. Firm History and Qualifications
2. Relevant Project Experience
3. Project Team
4. Financial Information
5. Project Approach
6. Safety Program
7. References
8. Fee Structure

Phase II - Interviews

The CM firms chosen as a result of the Phase I evaluation process may, at the discretion of the evaluation committee, be asked to participate in oral interviews. Following these interviews, the evaluation committee will recommend a CM to the Board of Education for review and approval.

A. Formal Interview Evaluation Criteria

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

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

Overall	Overall impression of firm
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B. Interview Format

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

C. Final Evaluation

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

Negotiation and Signing of Contract

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

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

RESPONSE FORMAT AND CONTENTS

General Information

Responses must be submitted in the format outlined in this section. Each response will be reviewed to determine if it is complete prior to actual evaluation. Failure to provide accurate, up-to-date responses to any and all portions of the RFP may result in disqualification without prejudice. The school system reserves the right to eliminate from further consideration any responses that are deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the school system is that all responses follow the same format in order to evaluate each response fairly. The school system may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided.

Proposals will be evaluated in light of the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred.

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

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

The proposal form (**Attachment 6**) shall be signed by such an officer, member, or person as is duly authorized to bind the CM to a contract.

Each respondent shall provide the school system with six (6) printed copies of the RFP response, three (3) copies of the Construction Management Services Fee Structure forms (Attachments 2 & 3) in a separate sealed enveloped, and one (1) copy of the RFP response in PDF format on a USB thumb drive. Begin each section and subsection as described herein on a separate page. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly across the bottom of each page.

Submission of a response authorizes the school system to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the school system.

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

PROPOSAL EVALUATION CRITERIA AND RESPONSE REQUIREMENTS

Proposals will be evaluated based upon the criteria identified below. Respondents should organize their proposals in the same order as the evaluation criteria and provide sufficient information for the Owner to evaluate the qualifications, experience, proposed project team, and approach of the Construction Manager at Risk (CM).

Evaluation Criteria	Weight
1. Firm History	5%
2. Relevant Experience	20%
3. Project Team	10%
4. Financial Information	5%
5. Project Approach	20%
6. Safety Program	10%
7. References	5%
Total Qualifications-Based Evaluation	75%

The Owner reserves the right to consider information contained throughout the proposal, including information obtained through references, interviews, and other due diligence, in evaluating the Respondent's qualifications and ability to successfully perform the required services.

1. FIRM HISTORY – 5%

Provide an overview of the Respondent's organization, history, qualifications, and capacity to provide Construction Management at Risk services for the Troup County School System.

A. Cover Letter

Provide a cover letter limited to two (2) letter-size pages. The cover letter shall include:

- Project title.
- Legal name of the Respondent.
- Firm's address, telephone number, and email address.
- Name, title, telephone number, and email address of the individual authorized to represent the Respondent.
- Identification of the proposed primary point of contact for the Owner.
- A brief statement regarding the firm's interest in providing CM-at-Risk services to Troup County School System.
- A concise statement describing why the Respondent is particularly qualified to provide the required services.
- A statement identifying the firm's understanding of the unique challenges associated with construction on an active K-12 campus.

B. Firm Qualifications and History

Provide:

- General history and background of the firm.

- Year established and original location.
- Chronology of the firm's development through its current organization.
- Current ownership structure.
- Any mergers, acquisitions, name changes, or significant ownership changes.
- Current office locations and the location from which the project will be managed.
- Description of the firm's experience providing CM-at-Risk services.
- Approximate number of employees and relevant personnel resources available to support the project.
- Identification of any joint venture, partnership, or other business entity that will participate in providing the services.

C. Understanding of Owner's Expectations

Briefly describe the qualities, capabilities, and organizational attributes that distinguish the Respondent and demonstrate its ability to meet the Troup County School System's educational, operational, schedule, budget, quality, and service expectations.

2. RELEVANT EXPERIENCE – 20%

Respondent shall demonstrate experience successfully delivering projects comparable in size, scope, complexity, delivery method, and operational requirements to the proposed project.

Particular consideration will be given to experience with **CM-at-Risk projects involving phased construction, additions, and/or new construction on active and occupied K-12 campuses.**

A. Relevant Project List

Provide a list of relevant projects completed within the past five (5) years.

Respondents should prioritize projects that demonstrate:

- CM-at-Risk delivery.
- K-12 educational facilities.
- Construction on active or occupied campuses.
- Phased construction.
- Renovation and/or addition projects.
- Projects requiring relocation of students or school functions.
- Projects comparable in size and complexity.
- Projects completed within the State of Georgia and/or the surrounding region.

For projects identified as relevant, provide the following:

- Project name and location.
- Owner/school system.
- General description of the project.
- Project delivery method.
- Original construction budget.
- Final construction cost.
- Percentage and total value of change orders.
- Total project square footage.
- Construction cost per square foot, identifying whether sitework is included.

- Construction start and completion dates.
- Original scheduled duration.
- Actual construction duration.
- Explanation of any significant schedule deviation.
- Description of phasing and campus operational challenges, if applicable.
- Description of the Respondent's role and scope of services.
- Owner's reference name, title, telephone number, and email address.
- Architect's name and contact information.

B. Comparable CM-at-Risk Projects

Clearly identify the **three (3) most recently completed CM-at-Risk projects** that are most comparable to the proposed project.

For each of these four projects, provide a brief narrative describing:

- The project's key challenges.
- How the project was phased.
- How school operations were maintained.
- How student and staff safety was addressed.
- How the Respondent managed cost and schedule.
- Any significant issues encountered and how they were resolved.
- Whether the project was completed within the established budget and schedule.

3. PROJECT TEAM – 10%

The Owner considers the qualifications, experience, availability, and continuity of the individuals proposed to manage and execute the project to be critical to successful project delivery.

Provide a project-specific staffing plan identifying the individuals who will be assigned to the project.

A. Project Organization

Provide a project-specific organizational chart showing, for example:

- Project Executive.
- Project Manager.
- Pre-construction Manager/Estimator.
- Superintendent(s).
- Scheduler.
- Safety Manager/Coordinator.
- Quality Control personnel.
- Other key personnel.

Clearly identify the responsibilities and reporting relationships of each team member.

B. Staffing Commitment

Provide the anticipated percentage of time each key individual will be assigned to the project during:

- Pre-construction.
- Construction.
- Project closeout.

Identify any personnel who will be assigned on a part-time or as-needed basis.

C. Personnel Qualifications

Provide a one-page resume for each proposed key team member, including:

- Education and professional qualifications.
- Years of construction experience.
- Years with the Respondent.
- Current position.
- Relevant CM-at-Risk experience.
- Relevant K-12 experience.
- Experience with occupied/active campuses.
- Experience with phased construction.
- Relevant certifications and training.

D. Individual Project Experience

Provide a list of relevant projects completed or substantially completed by each proposed key team member during the past five (5) years.

Identify:

- Project name.
- Owner.
- Project delivery method.
- Project size/value.
- Team member's role.
- Dates of involvement.

E. Subcontractor and Supplier Procurement

Describe the Respondent's process for:

- Prequalifying subcontractors and material suppliers.
- Developing and maintaining a competitive subcontractor pool.
- Generating bidder interest.
- Encouraging participation from qualified local and regional firms.
- Evaluating subcontractor qualifications.
- Maintaining competitive pricing throughout the procurement process.
- Addressing inadequate bidder participation or nonresponsive bids.

4. FINANCIAL INFORMATION – 5%

Demonstrate the Respondent's financial capacity and ability to provide the bonding and insurance required for the project.

A. Financial Capacity

Provide a current review report, audited financial statement, or other acceptable financial statement for the Respondent or each firm participating in a joint venture.

The financial statement shall be dated within six (6) months of the firm's fiscal year-end and, in no case, shall be more than eighteen (18) months old as of the proposal due date.

B. Bonding Capacity

Provide a letter from the Respondent's surety or bonding company confirming the

Respondent's ability and willingness to provide:

- 100% Performance Bond.
- 100% Payment Bond.

The bonding letter shall demonstrate sufficient bonding capacity for the anticipated construction value of approximately **\$40,000,000**, or such revised amount as may be established by the Owner.

C. Insurance

Provide a current Certificate of Insurance identifying the Respondent's existing insurance coverage and applicable limits.

The Respondent's insurance agent shall certify that the agent is licensed to conduct business in the State of Georgia.

The Certificate of Insurance shall:

- Identify Troup County School System as the certificate holder.
- Be dated within thirty (30) days of the proposal due date.
- Identify the applicable coverage types and limits.

5. PROJECT APPROACH – 20 %

Provide a project-specific narrative demonstrating the Respondent's understanding of the project and its proposed approach to successfully managing pre-construction, construction, commissioning, closeout, and transition activities.

The response should address, at a minimum, the following:

A. Pre-Construction Services

Describe the Respondent's approach to:

1. Constructability review.
2. Estimating and cost management.
3. Budget development and reconciliation.
4. Value engineering.
5. Subcontractor and material supplier procurement.
6. Bid packaging and procurement strategy.
7. Generating competitive subcontractor interest.
8. Long-lead material identification and procurement.
9. Coordination with the Owner, Architect, consultants, and school administration.
10. Identification and mitigation of project risks prior to construction.

B. Schedule Management

Describe the Respondent's approach to developing, maintaining, monitoring, and recovering the project schedule.

Include:

- Preliminary project schedule.
- Pre-construction activities.
- Procurement activities.
- Construction phases.
- Substantial and final completion.
- Commissioning and closeout.

- Student/classroom relocations associated with phased construction.
- Campus logistics and sequencing.
- Coordination with the academic calendar.
- Strategies for maintaining school operations.
- Schedule recovery procedures when delays occur.

The Respondent shall demonstrate its ability to complete all required work prior to the beginning of the 2029 school year.

C. Budget and Cost Management

Describe the Respondent's approach to:

- Establishing and maintaining the project budget.
- Cost estimating.
- Cost reconciliation.
- Cost forecasting.
- Contingency management.
- Value engineering.
- Change order evaluation and management.
- Owner reporting.
- Identifying and mitigating potential cost increases.
- Maintaining transparency of project costs.

D. Quality Control

Describe the Respondent's quality control and quality assurance procedures, including:

- Quality control planning.
- Submittal review and coordination.
- Mock-ups and testing.
- Inspection procedures.
- Deficiency identification and correction.
- Documentation.
- Coordination with the Architect and Owner.
- Quality control during phased construction.

E. Campus Logistics and Communication

Describe the proposed approach to managing construction on an active school campus, including the development of a preliminary site logistics plan for each phase, addressing the following:

- Construction access.
- Material deliveries.
- Contractor parking.
- Pedestrian circulation.
- Temporary facilities.
- Temporary utilities.
- Dust, noise, and vibration control.
- Maintaining emergency access.
- Coordination with school activities and events.
- Communication with school administration and affected occupants.

F. Closeout and Post-Construction Services

Describe the Respondent's approach to:

- Substantial completion.
- Punch list management.
- Commissioning coordination.
- Owner training.
- O&M manuals.
- Warranty management.
- Final completion.
- Project documentation.
- Transition of completed facilities to the Owner.

G. Project Risks and Critical Success Factors

Identify the Respondent's **three (3) greatest anticipated risks or concerns** associated with successful delivery of this project and describe the specific strategies that will be implemented to mitigate each risk.

6. SAFETY PROGRAM – 10%

The Owner considers safety to be a critical component of successful project delivery. The evaluation will consider the Respondent's demonstrated ability to provide proactive, comprehensive safety management throughout the project, with particular emphasis on protecting students, faculty, staff, visitors, and construction personnel during construction on an active K-12 campus.

The Respondent shall demonstrate that safety is an integral component of project planning, scheduling, phasing, logistics, communication, subcontractor management, and daily site operations—not simply a regulatory compliance requirement.

Particular consideration will be given to the Respondent's experience managing construction activities on active and occupied K-12 campuses.

The response shall address, at a minimum:

A. Corporate Safety Program

Describe the firm's overall safety program, including:

- Written safety policies and procedures.
- Safety culture and leadership commitment.
- Employee training.
- Safety orientation.
- OSHA compliance.
- Safety performance monitoring.
- Continuous improvement procedures.

B. Project-Specific Safety Planning

Describe the process for developing and implementing a project-specific safety plan

addressing:

- Existing campus conditions.
- Construction phasing.
- Occupied areas.
- Student movement.
- Contractor access.
- Deliveries.
- Temporary conditions.
- Emergency access.
- Anticipated construction hazards.

C. Student and Campus Safety

Describe methods for maintaining secure separation between construction operations and occupied school areas, including:

- Construction fencing.
- Controlled access.
- Temporary barriers.
- Secure gates.
- Signage.
- Pedestrian routing.
- Traffic control.
- Delivery routes.
- Protection from falling objects, debris, dust, noise, and other construction hazards.

D. Occupied Campus Operations

Describe the Respondent's experience and procedures for coordinating construction activities with:

- Student arrival and dismissal.
- Athletic events.
- Extracurricular activities.
- Assemblies.
- School functions.
- Emergency response.
- School transportation.
- Faculty and staff activities.

E. Phased Construction Safety

Describe how safety procedures will be evaluated and modified as the project progresses through:

- Multiple construction phases.
- Student/classroom relocations.
- Temporary conditions.
- Changes in pedestrian and vehicular circulation.
- Transitions between construction and occupied areas.

F. Subcontractor Safety Management

Describe methods for:

- Communicating safety requirements.
- Prequalifying subcontractors.
- Monitoring subcontractor safety performance.
- Conducting safety orientations.
- Performing inspections.
- Documenting violations.
- Requiring corrective action.
- Enforcing safety requirements.

G. Daily Safety Oversight

Identify the personnel responsible for project safety and describe their anticipated involvement, including:

- Site inspections.
- Toolbox talks.
- Safety meetings.
- Documentation.
- Corrective actions.
- Incident reporting.
- Enforcement procedures.

H. Hazard Identification and Emergency Response

Describe procedures for identifying and mitigating hazards and responding to:

- Construction incidents.
- Fire/life-safety events.
- Severe weather.
- Utility emergencies.
- Site security incidents.
- Evacuations.
- Other emergencies affecting the school or construction site.

Describe coordination procedures with school administration and emergency responders.

I. Safety Performance

Provide relevant safety performance information for the Respondent, including, where applicable:

- Experience Modification Rate (EMR).
- OSHA recordable incident rate.
- Lost-time incident rate.
- Lost Workday Case Rate.
- Fatality history.
- Other relevant safety performance metrics.

Provide sufficient information for the Owner to evaluate the Respondent's safety performance relative to its construction operations and industry standards.

7. REFERENCES – 5%

Provide **five (5) references from K-12 school systems** for which the Respondent has provided

Construction Management services.

References should be for the **Respondent's performance as a firm**, rather than solely for individual employees.

To the extent possible, references should include projects that are comparable in size, complexity, delivery method, and operational requirements to the proposed project.

For each reference, provide:

- School system/Owner.
- Project name.
- Project location.
- Project delivery method.
- Project construction value.
- Project completion date.
- Name and title of Owner representative.
- Telephone number.
- Email address.
- Brief description of the Respondent's services.

The Owner reserves the right to contact references and other past clients as part of its evaluation of the Respondent's qualifications and past performance.

Reference information may be considered in evaluating the Respondent's:

- Quality of work.
- Cost management.
- Schedule performance.
- Safety performance.
- Communication.
- Responsiveness.
- Subcontractor management.
- Problem-solving ability.
- Teamwork and collaboration.
- Overall client satisfaction.

ESTIMATED WORK CATEGORIES

Demolition
Selective Demolition
Sitework, Grading, Storm Drainage, Erosion
Control, Grassing, Tree Protection, Landscaping
Synthetic Surfacing
Playground Equipment
Termite Control
Site Concrete & Asphalt Paving
Chain Link Fence
Cast-in-place Concrete
Cast Stone and Unit Masonry
Structural & Miscellaneous Steel
Metal Stair & Railing
Rough Carpentry
Architectural Woodwork
Building Insulation
Exterior Insulation & Finish System
Membrane Roofing
Hollow Metal Doors & Frames
Wood Doors
Fiberglass Reinforced Doors
Aluminum Windows & Storefronts
Metal Wall & Roof Panels
Overhead Coiling Doors

Door Hardware
Glass & Glazing
Drywall /Acoustical Ceiling
Hard Tile
Resilient Flooring & Carpet
Athletic Wood Flooring
Painting and Joint Sealant
Markerboards & Tackable Surfaces
Signage
Metal Lockers
Manufactured Canopy Covers
Toilet and Bath Accessories
Door (Dock) Bumpers
Library Stack System & Casework
Food Service Equipment
Athletic Equipment
Wood Laboratory Casework
Display Casework
Aluminum Grandstands
Telescoping Stands
Elevator
Plumbing, Site Utilities Fire Protection
HVAC
Electrical System (Including low voltage systems)

**CONSTRUCTION MANAGEMENT SERVICES
FEE STRUCTURE**

I. General Conditions

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

Total General Conditions: _____ %

Contractor Name: _____

**CONSTRUCTION MANAGEMENT SERVICES
FEE STRUCTURE**

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

Alternates and Change Orders

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

Overhead and Profit* _____%

Contractor Name: _____

**TROUP COUNTY SCHOOL SYSTEM
SAMPLE RATING CHART**

**Project: New Elementary School to Replace
WEST POINT ELEMENTARY SCHOOL**

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

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

**PRELIMINARY DESIGN AND BIDDING SCHEDULE FOR:
New Elementary School to Replace
WEST POINT ELEMENTARY SCHOOL**

BID PACKAGES AND PRELIMINARY SCHEDULES:

RFP Schedule for CM

09/29/26	Advertise CM RFP
10/13/26	Mandatory Pre-Bid Meeting
10/29/26	CM Proposals Due
11/12/26	CM approved by BOE

Preliminary Design & Construction Schedule – PHASE 1

09/28/26	Preliminary Design Submittal
03/18/27	Check Set Design Submittal
04/15/27	Final Design Submittal to FM & Local Build Department
04/29/27	Advertisement for Subcontract Bids
05/27/27	Subcontract Bids Due
06/07/27	Reconciled GMP Due
06/14/27	GMP Approval by the BOE
July 2027	Contractor Mobilization
June 2029	Project Substantial Completion

CERTIFICATION OF INFORMATION PROVIDED

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

Firm Name: _____

Signed: _____

Position: _____

Date: _____

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

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Troup County School System has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

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

Executed on _____, ___, 202__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 202__.

NOTARY PUBLIC

My Commission Expires:
