

# **Request for Qualifications and Proposals**

*to provide*

**Construction Management at Risk Services**

*to the*

**EVANS COUNTY SCHOOLS  
613 W. MAIN STREET  
CLAXTON, GA 30417**

*For the*

**RENOVATIONS TO  
CLAXTON ELEMENTARY SCHOOL**

## **Table of Contents**

- I. Request for Qualifications and Proposals**
  
- II. Project Overview**
  - A. Building Program
  - B. Project Delivery Method
  - C. Project Schedule
  - D. Construction Budget
  - E. Form of Agreement
  
- III. Scope of Services**
  - A. Construction Management Services to be Provided
    - 1. Pre-construction Design Phase Services
    - 2. Bidding and Award Phase Services
    - 3. Construction Phase Services
    - 4. Warranty Phase Services
  - B. Architect/Engineer Services
  
- IV. Qualifications/Proposal - Submittal Format and Requirements**
  - A. Instructions
  - B. Format and Requirements
    - 1. Letter of Interest
    - 2. Description of Firm
    - 3. Experience
    - 4. Project Team
    - 5. Safety Information
    - 6. Financial Information
    - 7. References
    - 8. Local Participation Plan
    - 9. Pre-Construction Management Plan
    - 10. Construction Management Plan
    - 11. Fee Proposal
  
- V. Evaluation, Selection and Award**
  - A. General CM Selection Process
  
- VI. Additional Conditions**
  - Attachment A** – Construction Management Fee Proposal Form
  - Attachment B** – Approved General Conditions Line Items and Cost Breakdown

## **I. Request for Qualifications and Proposals**

The **EVANS COUNTY BOARD OF EDUCATION** is requesting submittals from qualified construction management firms for the construction of the **RENOVATIONS TO ELEMENTARY SCHOOL**. If your firm is experienced in similar type and size projects, you are requested to submit your qualifications for consideration and an opportunity to submit a fee proposal for construction management service for the project.

## **II. Project Overview**

Each facility is approximately 130,000 sq.ft. The anticipated scope of work will consist of new fire alarm panel, bathroom renovations, new lighting, interior paint, exterior paint, new flooring, acoustical ceilings, replace exterior doors, new signage, new water coolers and HVAC upgrade.

### **A. Building Program**

The project will be designed and constructed to a level of quality and timeliness that reflects the long-term use of a municipal owned facility.

### **B. Project Delivery Method**

The design/construction team will have to expedite the completion of the project while maintaining high levels of design, quality and cost control. Design is underway and the successful Construction Manager (CM) will come on board during the design development phase. The design and construction of the project will be coordinated to permit construction to begin prior to the completion of final contract documents for the total project. Final contract documents will be available for each construction package prior to commencement of the work for that package. Respondents to this Request for Qualifications and Proposals (Request) should anticipate approximately eight (8) construction packages.

### **C. Project Schedule**

Schedule targets Summer 2018 & 2019 for completion of the work. The CM will be responsible for reviewing and incorporating milestones into his own Total Project Schedule.

### **D. Construction Budget**

The preliminary construction budget of the project is **\$2,500,000.**

### **E. Form of Agreement**

The agreement between the Owner and the CM will be a form of agreement where the basis of payment is the cost of the work plus a fee which will be converted to a Guaranteed Maximum Price (GMP). Initially, the basis of the contract will be the CM's fixed prices for Pre-construction Services. A GMP Amendment prior to the bidding of trade packages will be incorporated into the contract. The Project will be "open book" with all savings, including unused contingency, returned to the Owner. Prior to interviews, firms being short-listed may receive upon request the intended form of agreement to be used by the Owner.

## **III. Scope of Services**

The Construction Management services shall include a Pre-construction Design Phase and a Construction Phase. The CM will provide comprehensive administration and management of all aspects of the construction of the project and will work in concert with the A/E towards the successful completion of the project on schedule, at or less than budgeted costs, meeting or exceeding standards stipulated by the construction documents, and in adherence with standards required by local authorities and other agencies having jurisdiction.

The CM, either through in-house staff or outside consultant/contractors, will serve as a construction manager/contractor and provide all construction services and activities necessary for the design, construction and occupancy of the project. The services described in this Request are representative of the services required but do not constitute a comprehensive specification. A comprehensive specification of the Scope of Services required is contained in the proposed Construction Management Agreement that will be issued to all short-listed respondents.

## **A. Construction Management Services to be Provided**

### **1. Pre-Construction Design Phase Services**

Pre-Construction Design Phase Services shall include, but may not be limited to the following:

- Validate preliminary construction budget in regard to the approved program.
- Participate in design team meetings and presentations as required to facilitate the design process.
- Evaluate the design during development; providing analysis of alternate construction methods and materials for potential quality, cost and schedule enhancements.
- Evaluate construction documents for constructability, maintainability, potential problems, errors and compliance with the construction budget.
- Document design and document evaluation process.
- Develop a design and construction schedule, coordinating activities to accomplish the completion of the project by the earliest date possible within the stipulated construction budget.
- Provide cost estimating, cost management, value analysis, value engineering and peer review.
- Provide cost estimating for alternative means, methods, materials or configurations of the design, construction within specific trades, specific systems and individual construction packages.
- Develop construction budget to be maintained throughout design and construction.
- Develop a GMP upon substantial completion of the documents.

### **2. Bidding and Award Phase Services**

Any costs associated with Bidding and Award Phase Services should be included in the Respondent's proposals for Pre-Construction Services or General Conditions. Bidding and Award Phase Services shall include, but may not be limited to the following:

- Provide input on division of construction activities into separate bid packages.
- Pre-qualification of potential contractors and vendors.
- Provide a provisional construction schedule (CPM) for issuance with bid packages.
- Develop bidding requirements necessary to assure time, cost and quality control during construction.
- Advertise and distribute bidding documents.
- Schedule and conduct pre-bid conferences in conjunction with the Architect.
- Monitor bidder activity to insure adequate contractor and vendor participation.
- Receive and analyze bids for presentation to the project team.
- Verify adherence of bids with construction budget.
- Contract with successful bidders for construction.

### **3. Construction Phase Services**

Construction Phase Services shall include, but may not be limited to the following:

- Develop requirements for safety, quality assurance, and schedule adherence.
- Maintain on-site staff for construction management.
- Maintain a system for tracking the timely submittal, review and approval of shop drawings.
- Coordinate, conduct and document regular construction meetings.
- Prepare and submit change order documentation for approval of the Architect and the Owner.
- Maintain on-site records and submit progress reports to Architect and the Owner.
- Maintain quality control and ensure conformity to contract documents.
- Administration of the construction contract and reconciliation with construction budget.
- Develop and maintain a detailed design and construction schedule (CPM) indicating methods and sequencing of construction activities and milestones necessary for completion of the project by the targeted date.
- Documentation of activities associated with the administration, management and construction of the project.
- Monthly certification of all work in place and approval of all contractor and vendor payment requests.
- Develop record documents for presentation to the Owner upon project completion.
- Provide enhanced project documentation of the construction (photographic history).
- Develop and maintain contingency log.

### **4. Warranty Phase Services**

Warranty Phase Services shall include, but may not be limited to the following:

- Resolution of remaining "punch-list" items.
- Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, and the Owner's final acceptance.

- Monitor, coordinate and resolve all warranty complaints to the satisfaction of the Owner during the one-year general warranty period.

**B. Architect/Engineer Services**

The Owner has contracted with SP Design Group Architects and Engineers, Inc. to provide Architect/Engineer Services for this project. The A/E shall retain all normal architectural responsibilities for professional design, cost control, schedule and quality assurance including normal construction administration services.

**IV. Qualifications/Proposal - Submittal Format and Requirements**

**A. Instructions**

Any questions in regard to this Request shall be submitted in writing to the Architect at the address listed below or email: [frontdesk@spdesigngrp.com](mailto:frontdesk@spdesigngrp.com). Architect will respond to any respondent's questions received within four calendar days of the submittal due date. Submittals will be received until 3:00 p.m., January 16, 2018 at the following locations:

Four (4) copies shall be sent directly to:

Dr. Martin G. Waters, Superintendent  
EVANS COUNTY BOARD OF EDUCATION  
613 W. Main Street  
Claxton, GA 30417

One (1) Copy sent directly to:

SP Design Group Architects and Engineers, Inc.  
Attention: Michael V. Parker, AIA, NCARB  
P.O. Box 6254 (31208)  
5191 Columbus Road  
Macon, GA 31206

It is the sole responsibility of the respondents to assure delivery to the appropriate party. The owner cannot accept responsibility for incorrect delivery, regardless of reason. No submittals will be accepted after the time stipulated above. Submittal will not be accepted via facsimile.

**B. Format and Requirements**

Submittals must meet the requirements of this section to be considered. The response to this Request must be complete; partial or incomplete responses will not be considered. Respondents are required to follow the outline below in their response. Responses should be concise, clear and relevant. Submittals must be on standard 8.5x11" paper with pages numbered. A table of contents, with corresponding tabs should be included to identify each section. Please include only the information requested in your submittal.

1. **Letter of Interest** – A letter executed by a principal of the CM firm committing to the requirements specified in this Request. Provide a brief summary of the firm's experience and capabilities in related endeavors with public agencies and why you are interested in this project. Provide an explanation of what differentiates your team as the best candidate for this project.
2. **Description of Firm** – Provide basic company information including name of firm; street, mailing and e-mail addresses; phone and fax numbers; along with the name of a primary contact in regard to this submittal. Provide the number of years the firm has been in business, form of ownership and state of residency or incorporation. If the firm has multiple offices, the submittal should primarily include information about the office that will perform

the work. Describe the firm's current position in the construction market and briefly describe the firm's vision or philosophy towards construction (Why are you in business?).

3. **Experience** – Provide examples of specific project experience utilizing a CM form of project delivery, including experience relevant to the type of project to be constructed. Describe three to four roughly equivalent projects (similar type of construction and a contract dollar amount) that demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided: project name, location, dates during which the project was constructed, physical description (square footage, number of stories, site area, etc.), brief description of project services provided by the CM, statement of performance versus owner expectations in the areas of cost, quality and schedule, owner reference and design professional reference.
4. **Project Team** - Provide qualifications and experience of the following key personnel that you are proposing for this project: principal of the CM firm in charge, senior project manager, project manager, major consultants, cost estimating staff, project manager, construction superintendent, project engineer, etc. Include resumes of key personnel for both pre-construction and construction services. Highlight professional qualifications and relevant individual experience. Provide at least two references for the top three (3) key personnel at each service phase. List the firm's percentage mark-up on labor for payroll taxes and insurance.

Substitutions of key team members will not be allowed without written permission of the Owner. Replacements will also have to be approved by the Owner. Where the projected construction start is more than six months from date of the solicitation, multiple names may be given.

5. **Safety Information** – Submit a copy of your firm's safety program. Provide a letter on the firm's insurance company's letterhead stating the Workers Compensation Experience Modification Factor (EMF) for the past three years. Provide your accident rate for the past three years utilizing the following formula: incident rate = # injuries (200,000) / # Total Man Hours. List the contact persons, addresses, and phone numbers for the firm's insurance carrier and agent.
6. **Financial Information** - Supply financial and main banking references. List the firm's total annual billings for each of the past three calendar years. What percentage of your firm's work has been negotiated during the past three years? Has the firm ever failed to complete, or been removed from any project that it has been awarded? The CM selected will be required to provide a 100% performance and payment bond for the entire amount of the cost of construction; confirm your ability to meet this requirement and provide your firm's bonding rate for a project of this value.
7. **References** - Provide the name, address, telephone number and contact of three references for which you have provided services similar to those described in this Request. Provide the project name and services provided for each reference.
8. **Local Participation Plan** – Provide a plan of action to insure local contractors and suppliers are included in the project when and where beneficial to the project and owner.
9. **Pre-Construction Management Plan** - Describe your firm's proposed organization for the pre-construction management team including principals, project managers, superintendents, cost estimators, etc. who will manage the process. Identify the individual who will be the leader of your pre-construction team and the principal point of contact between your firm and the Owner, the Architect and other consultants. Describe your firm's approach to pre-construction services. How does your firm implement cost control and scheduling activities during pre-construction? Describe the level of documentation necessary to obtain a GMP for this project. Describe any of your firm's policies or recommendations for bonding sub-contractors. Describe how your firm intends to arrange the construction into bid packages in order to reach the proposed schedule and budget objectives. Describe how your firm would encourage participation by local contractors and vendors.
10. **Construction Management Plan** - Describe your firm's proposed organization for the construction management team including principals, project managers, superintendents, cost estimators, etc. who will manage the project. 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. This individual's competence, leadership and ability to achieve customer satisfaction will be heavily considered in the selection of

a CM. Describe your firm's approach to quality assurance and any quality assurance programs currently in place. Describe your firm's cost control systems during construction. What type of procedures could your firm implement to insure the prompt and expeditious completion of the punch list and other project closeout activities?

**11. Fee Proposal** - Use the attached Construction Management Fee Proposal Form (Attachment A) to submit fee proposals for the following:

- Pre-Construction Services – Submit a Fixed Fee (lump sum dollar value) for Pre-Construction Services as defined in section III of this Request. Fixed Fee shall include overhead and profit for Pre-Construction Services.
- General Conditions Proposal – Submit a Fixed Fee (lump sum dollar value) for General Conditions as defined by Attachment B to this Request.
- Fee Proposal – Submit a Fee Percentage (% of construction costs not including Pre-Construction costs) for Construction Manager's overhead and profit.

## **V. Evaluation, Selection and Award**

### **A. General CM Selection Process**

Selection of the CM will be a one stage process. The Evans County Board of Education will generally follow the requirements of Official Code of Georgia Annotated §36-91-1, et seq. with respect to the selection of a Construction Manager for the proposed project.

The selection of a Construction Management firm will be by a Selection Committee consisting of representatives of the **EVANS COUNTY BOARD OF EDUCATION** and Architect. The Selection Committee will receive and review Proposals in response to this Request. A short-list of three firms will be determined and said companies **MAY OR MAY NOT** be invited to submit more detailed information, make a brief presentation or participate in an interview.

At the conclusion of the interviews, **IF CONDUCTED**, the Owner may negotiate a contract with a firm for Pre-Construction Services, General Conditions and a Fee percentage. If negotiations are not successful, the owner may then negotiate with another firm.

The services being sought under this Request are considered to be professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the respondents that will result in an award that is in the best interest of the Owner.

## **VI. Additional Conditions**

The Owner reserves the right to reject any or all Proposals received. The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals.

Upon receipt of said proposals by the Owner, the proposal shall become the property of the Owner without compensation to the Respondent. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

The Owner assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposals. Costs incurred in responding to the request for qualifications and proposals are the Respondents' alone and the Owner does not accept liability for any such costs.

The Owner does not desire to enter into "joint-venture" agreements with multiple Construction Management firms. In the event two or more firms desire to "joint-venture", it is strongly recommended that one incorporated firm become Construction Management firm with the remaining firms being consultants.

**Attachment A**

**Construction Management Fee Proposal Form**  
*(submit in a sealed envelope)*

**Pre-Construction Services**

For professional consulting services prior to construction commencement, providing cost estimating services, scheduling services, value engineering constructability and related services described in this Request. The fixed fee for Pre-Construction services is inclusive of all incidental and direct expenses including, but not limited to, travel sustenance, reproduction, salaries, wages, office expenses and fees to trade contractors and vendors assisting the construction manager as defined in this Request. Should the Owner not authorize the Construction Manager to proceed with construction, the fee for Pre-Construction Services is the maximum amount the owner is liable to the Construction Manager.

Pre-Construction Services: \$ \_\_\_\_\_, ( \_\_\_\_\_ dollars)

**I. General Conditions**

Should the Owner authorize the Construction Manager to proceed with construction of the project, the fixed fee construction overhead costs is inclusive of all direct and incidental expenses including, but not limited to, travel, sustenance, reproduction, salaries, wages home office expenses, and those costs listed in the proposed Construction Management Agreement as depicted in the attached Construction Management Agreement. The fixed amount for construction overhead costs is the maximum amount the Owner shall be liable to the Construction Manager for overhead costs.

General Conditions: \$ \_\_\_\_\_, ( \_\_\_\_\_ dollars)

(Include a list of all items included in the general conditions not specified in the attached scope.)

**II. Construction Manager's Fee**

If authorized by the Owner to proceed with construction, the Construction Manager will execute the work and be reimbursed for the actual costs as defined in the proposed Construction Management Agreement, documented overhead costs not to exceed the amount proposed above, and a Construction Manager's fee. The fee shall be submitted as a percentage of the actual construction costs including General Conditions. If the Owner and Construction Manager agree upon a Guaranteed Maximum Price, the Construction Manager's fee shall be converted to a fixed dollar amount and will include any unpaid Pre-Construction service fees.

Construction Manager's Fee: \_\_\_\_\_ % ( \_\_\_\_\_ percent)

Respondent: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**Attachment B**

**APPROVED GENERAL CONDITIONS LINE ITEMS AND COST BREAKDOWN**

<b>Project Management:</b>	
Superintendent(S)	
Safety Manager	
CPM Scheduler	
Quality Assurance/Quality Control	
Project Manager(s)	
Project Executive	
Field Office Engineer	
Field Office Support Staff	
Project Expeditor	
Assistant Superintendent(s)	
<b>Project Management Subtotal</b>	\$
<b>Bonds and Insurance</b> (excluding any for Subcontractors):	
Builder's Risk Insurance	
General Liability Insurance	
Other General Project Insurance	
Security, Payment & Performance Bonds	
<b>Bonds and Insurance Subtotal</b>	\$
<b>Site Conditions:</b>	
Temporary Power Consumption (Offices)	
Temporary Power Consumption (General Site Use)	
Temporary Water and Sewer Consumption	
Temporary Water Hookup, Distribution & Meters	
Temporary Electrical Hookup, Distribution & Meters	
Temporary Telephone & Network System Installation	
Temporary Telephone & Internet Consumption Fees	
Temporary Fire Protection	
Temporary Heating & Cooling	
Temporary Fencing	
Temporary Covered Walkways	
SWPPP Measures	
Temporary Entries and Truck Washes	
Street Cleaning (by G.C.)	
Traffic Control Measures	
Traffic Control Maintenance	
Temporary Barricades & Signage	
Temporary Roads & Walkways (install & maintenance)	
Temporary Lighting	
Temporary Partitions & Covered Floor Openings	
Temporary Toilets/Sanitary Measures	
Temporary Laydown (prep and restoration)	
Security System/Watchman	
Pre-construction Photo Documentation	
Progress Photos	
Temporary Protection (in-place work/adjacent structures)	
Temporary Weather Protection/Enclosures	
Trash Chutes	
Dumpsters (site and field offices)	
<b>Site Conditions Subtotal</b>	\$

<b>Field Offices &amp; Construction Supplies:</b>	
Field Offices & Furnishings	
Job/Office Drayage	
Field Office Maintenance and Cleaning	
Storage Trailers	
Small Tools & Consumables	
Mobilization & Demobilization	
Monthly Cell Phone Expenses	
Job Site Communications (radios, chargers, etc.)	
Final Clean (general site, windows/glass, etc.)	
Job Office Supplies	
Job Site Computers, Copiers, Fax, Servers, etc.	
Postage & Shipping Expenses	
Project Sign	
Drinking Water & Supplies (site and offices)	
Incidental Construction Equipment, Fuel & Drayage	
Materials Handling	
Document Imaging	
Parking Logistics	
Parking Permits	
Printing Costs	
Reproduction Costs	
As-built & Record Document Preparation	
Partnering Costs	
Project Milestone Event Costs	
Employee I.D./Badging/Background Checks	
Safety Expenses	
PPE for Staff & Visitors	
First Aid	
Fall Protection (staff)	
Safety Program Administration & Training	
Safety Incentives	
Drug Testing	
Safety Signage	
<b>Field Offices &amp; Construction Supplies Subtotal</b>	\$
<b>GENERAL CONDITIONS TOTAL</b>	\$