

REQUEST FOR PROPOSALS
GENERAL CONSTRUCTION SERVICES FOR THE
CONSTRUCTION OF CARVER CAMPUS AT BAKER
ATHLETIC PROGRAM FACILITY
MUSCOGEE COUNTY SCHOOL DISTRICT
Columbus, Georgia

December 8, 2009

GENERAL

Sealed proposals for General Construction Services for the construction of an Athletic Program Facility will be received by the Muscogee County School District in the Office of the Director of Construction at 2960 Macon Road, Columbus, Georgia 31906, until 2:00 p.m., Tuesday, January 12, 2010. Proposals received after this time will not be accepted.

This RFP will also include the grading of pads and some underground utility work for about 17 portable units to be erected by others. Work will also include the grading, grassing and irrigation of the existing football practice field. The services will be performed by a qualified general contractor, hereafter called the Construction Manager (CM). The services will consist of pre-construction services, including such items as cost estimating and analyses, constructibility analysis, scheduling and phasing, methods and materials input, Value Engineering (VE) input, costing, etc., as well as construction for the project. The CM will assist the Owner in finalizing the phasing and scheduling of the work. It is anticipated that this work will be fast tracked.

Much of the construction work will be done when school is in session and will have to be coordinated with the principal of the school.

The Athletic Program Facility will be between 7500 and 8000 square feet, and will be constructed of masonry and either a pre-engineered frame or of light weight structural steel and steel joist construction. Work will include grading, foundation work, steel framing, masonry, roof decking, insulation, plumbing, HVAC, electrical and interior finish work.

A Non-Mandatory Pre-Proposal Conference will be held on Thursday, **December 17, 2009 at 2:00 p.m.**, at the Public Education Center at 2960 Macon Road, Columbus, Georgia 31906, in conference room 3057.

All questions or clarification concerning this RFP shall be submitted in writing to the Construction Department of the Muscogee County School District. Respondents to the RFP should not contact other department heads or using agencies with questions regarding this RFP. Please use the Question/Clarification form included herein.

Responses to questions will be forwarded to all vendors.

The Architect for the Project is Neal, Kendust & Murray. At this time the program is being finalized.

PUBLIC INFORMATION

Since this is a competitive sealed proposal and not a competitive sealed bid, the only information that will be available prior to the Muscogee County School Board's awarding of a contract will be a list of vendors submitting proposals. After contract award has been publicly voted on by the Board, pricing and other information will be available.

Proprietary information will not be available for public inspection. Vendors shall clearly identify such information contained in their proposal(s) and specifically the Official Code of Georgia Annotated (O.C.G.A.) Title, Chapter & Section that applies. The MCSD 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.

ADDENDA

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal.

NON-COLLUSION AND EQUAL OPPORTUNITY POLICY

The RFP must include a signed Statement of Assurance and Non-Collusion Affidavit. The firm must also sign a Contractor Affidavit and Agreement indicating compliance with O.C.G.A. 13-10-91 (compliance with Federal Work Authorization Program.)

Copies of these policies and affidavits are included in this RFP (Exhibit A & B).

TIME FOR CONSIDERATION

Due to the evaluation process, proposals must remain in effect for at least **30 days** after date of receipt.

CONTRACT AWARD

Award of this contract will be made in the best interest of the School District. It is the intent of the School District to award this contract for Construction Manager for the construction of this facility, to one contractor, under one contract. The Contract Form shall be AIA A121-CMc, 2003 Edition, and General Conditions A201, 1997.

PROPOSED PROJECT SCHEDULE

It is the intent of the MCSD to award the project with 30 days after the opening of the RFP. Pre-construction services and design will proceed simultaneously. The Construction Manager will provide scheduling input and advice in finalizing the construction schedule.

PROJECT APPROACH

This project will be constructed using the “construction management at risk” or the “construction manager as the constructor”. The Project Team will consist of the School District’s representative, the Architect, Engineers and other consultants, and the Construction Team of Construction Manager and Subcontractors, all working together in a cooperative “partnering” manner.

The Construction Manager will begin by performing pre-construction services in conjunction with the remainder of the Project Team. These services will include conceptual and detailed budgeting and estimating, constructibility reviews, evaluation of alternative materials and equipment and systems for performance of the work. Simultaneously, the CM will work with the Owner to finalize the scheduling of the work. As design proceeds, the CM will also conduct a review of the plans and specifications for completeness and cost effectiveness of the details and materials shown for the work. Input from this review, with suggestions for improvement, will be provided to the Owner and Architect. On completion of the plans and specifications or at an earlier date if mutually agreed upon, the CM will develop a Guaranteed Maximum Price (GMP). Provided that the GMP is equal to or less than the Owner’s approved budget, the contract amount (GMP) will be established and construction will proceed. The contract will be for the cost of the work plus a fee, with a guaranteed maximum amount. The contract will provide that all Construction Manager estimates, cost analyses, schedules, phasing plans and post bid pre-construction documents and subcontractor and material supplier quotations will be available to the Owner and other members of the project team as the Owner or Owner’s Representative may direct.

If the initial proposed GMP is greater than the Owner’s budget, the GMP will not be finalized until it is equal to or less than the Owner’s budget. During the pre-construction period, the Construction Manager will cooperate with the project team in value engineering so as to bring the project within the budget. The Construction Manager will work with the project team in developing suggestions for changes to materials, building systems and/or scope needed to bring the estimates into compliance with the Owner’s budget.

Proposers should show in their response their unique capabilities and experience that bring value to the process.

INSURANCE

If awarded this project, the CM is required to have the following insurance coverage:

- | | | |
|----|---|--------------------------------------|
| A. | Workers Comp | Statutory |
| B. | General Liability
(Property Damage and Personal Injury) | \$1,000,000 |
| C. | Automobile Liability
(Property Damage and Personal Injury) | \$1,000,000
Combined single limit |
| D. | Excess Liability Umbrella | \$5,000,000
over primary coverage |

The owner shall be named as additional insured and loss payee on the successful Construction Manager's Liability Coverage.

The Construction Manager shall provide and pay for Builder's Risk All Risk insurance in the full contract value.

PROPOSAL SUBMISSION REQUIREMENTS

The complete proposal shall contain the following information and shall be submitted in the order shown below:

Technical and Cost Proposal

Submit one original and six identical copies of the proposal. For proper identification, the proponent's complete name and address should appear on the exterior of the proposal package.

The Offeror must complete and submit the following general information:

1. Transmittal letter to include contact person during this process, phone and fax numbers, and e-mail address. An authorized agent must sign the transmittal letter.
2. Satisfactory proof that the Construction Manager will be able to furnish 100% Performance and Payment bond at the execution of the contract. (Letter from Surety Company)
3. Insurance certificates as outlined elsewhere in this RFP.
4. Executed Non-Collusion/Statement of Assurance Affidavits (Exhibit A).
5. Executed Federal Work Authorization Affidavit (Exhibit B).
6. Acknowledgement of receipt of any Addenda.
7. Any other information considered pertinent by the proposer.

The Offeror shall submit the following information, upon which the Selection Committee will Grade each proposal:

- A. History and make up of organization, including size and financial strength, noting bonding capacity and workload. Include Contractor's Qualification Statement AIA A305.
- B. Background of experience and successful results in this type of project and approach, including "negotiated team approach" projects, with information showing cost competitiveness of Construction Manager. Include a list of similar projects with cost, size, description and references, with names and current phone numbers.
- C. Proposed Project organization chart including names and resumes of key personnel to be assigned to this project, including those to be stationed at the jobsite.
- D. Descriptions of procedures and systems for providing pre-construction services, including cost analyses, value engineering suggestions, scheduling and phasing, etc. Include description of Construction Manager's approach to phasing, scheduling and management of project. Describe how you plan to handle and resolve punch list, warranty issues, and close-out procedures.
- E. Proposed Fee for Construction Manager's overhead and profit as a percentage of the construction cost. The cost for pre-construction services is to be included in the fee. The costs of all personnel utilized for pre-construction, and construction not stationed at the jobsite, are to be included in the fee, as well as all home office overhead. Identify any work that might be included as "General Conditions" items such as clean-up, temporary power, etc., which you consider as cost of the work. Identify any "cost to be reimbursed" which might not be covered in Article 6 of AIA 121 CMc. Identify any work that you may wish to self-perform and for which you would not anticipate taking competitive bids.

RFP EVALUATION

Proposal information will be evaluated to determine the award based upon the following weighting: (Letters refer to paragraphs above)

- A. 20%
- B. 30%
- C. 25%
- D. 15%
- E. 10%
- 100%**

The Muscogee County School District may short-list and interview any or all of the proposers. The Muscogee County School District reserves the right to be the sole judge of the selection process, to waive any and all irregularities, and to reject any and all responses.

**QUESTION/CLARIFICATION
FAX FORM**

DATE: _____

TO: MCSD Construction Department
Fax 706-748-2586

RE: **RFP for
General Construction Services for Construction of
an Athletic Program Facility**

.....
I have the following concerns/questions about the proposal specifications:

From:

Company Name

Website

Representative

Email Address

Complete Address

City

State

Zip Code

Telephone Number

Fax Number

NON-MANDATORY PRE-PROPOSAL CONFERENCE

ATTENDANCE CONFIRMATION FORM

DATE: _____

TO: MCSD Construction Department
Fax 706-748-2586

RE: RFP for
Construction of an Athletic Program Facility

A Non-Mandatory Pre-Proposal Conference will be held at 2:00 PM on December 17, 2009 at Public Education Center of the Muscogee County School District location at 2960 Macon Road, Columbus, Georgia 31906 in conference room 3057.

The purpose of the conference is to discuss any questions or concerns vendors may have regarding the required services. Please notify MCSD Construction Department to confirm attendance at the non-mandatory pre-proposal conference.

(PLEASE PRINT)

FROM: _____

Company Name	Website		
Representative	Email Address		
Mailing Address	City	State	Zip
Telephone Number	Fax Number		

EXHIBIT A

MUSCOGEE COUNTY SCHOOL DISTRICT

COMPETITIVELY BID CONTRACTS

STATEMENT OF ASSURANCE

COMPLIANCE WITH BOARD POLICY DJED

The Undersigned Vendor/Contractor provides this Statement of Assurance to the Muscogee County School District wherein the Undersigned acknowledges receipt and awareness of Muscogee County School District Policy DJED, and agrees to observe and to be bound by the Equal Opportunity Policy provisions contained therein. The Undersigned submits this Statement of Assurance, understanding that a failure to submit said Statement of Assurance may constitute a basis for rejecting the Undersigned's bid.

This the _____ day of _____, (Year).

Contractor

MUSCOGEE COUNTY SCHOOL DISTRICT

COMPETITIVELY BID CONTRACTS

NON – COLLUSION AFFIDAVIT

COMPLIANCE WITH LAWS OF GEORGIA

“I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

This the _____ day of _____, (Year)

Contractor

EXHIBIT B

MUSCOGEE COUNTY SCHOOL DISTRICT
SB 529 Georgia Security and Immigration Compliance Act of 2006
Federal Work Authorization Program
“EEV/Basic Pilot Program”
Effective July 1, 2007

PUBLIC EMPLOYERS, THEIR CONTRACTORS AND SUBCONTRACTORS ARE REQUIRED TO VERIFY NEW EMPLOYEE WORK ELIGIBILITY THROUGH A FEDERAL WORK AUTHORIZATION PROGRAM

All Contractors and Sub-Contractors providing services to public employers must register and participate in this Federal Work Authorization Program in accordance with the applicability provisions and deadlines established in O.C.G.A.13-10-91. The EEV/Basic Pilot Program is operated by the Homeland Security Department. To register please log-on to the following website:
<https://www.vis-dhs.com/EmployerRegistration>

This regulation shall apply as follows:

- (A) On or after July 1, 2007, with respect to public employers, contractors, or subcontractors of 500 or more employees;
- (B) On or after July 1, 2008, with respect to public employers, contractors, or subcontractors of 100 or more employees;
- (C) On or after July 1, 2009, with respect to all public employers, contractors, or subcontractors

This Code shall be enforced without regard to race, religion, gender, ethnicity, or national origin. Please check and initial the statutory number of employees the contractor or sub-contractor has, i.e.

	Check	<u>One</u>	<u>Initial</u>
(A) 500 or more employees	_____	_____	
(B) 100 or more employees	_____	_____	
(C) fewer than 100 employees	_____	_____	

THOSE CONTRACTORS WHO ARE SUBJECT TO THIS ACT MUST COMPLETE AFFIDAVITS (COPIES OF WHICH ARE ATTACHED) FOR CONTRACTORS (AND SUB-CONTRACTORS) AS EVIDENCE OF COMPLIANCE WITH THE ACT. COMPLIANCE WITH THIS ACT IS A MANDATORY CONDITION OF ANY PHYSICAL SERVICES CONTRACT ENTERED INTO WITH THE MUSCOGEE COUNTY SCHOOL DISTRICT AFTER JULY 1, 2007.

CONTRACTOR NAME

BY: Authorized Officer or Agent

DATE

Printed Name of Authorized Officer or Agent