

THE

CARTERSVILLE CITY BOARD OF EDUCATION

REQUEST

FOR

COMPETITIVE SEALED PROPOSALS

FOR CONSTRUCTION OF:

CARTERSVILLE HIGH SCHOOL ADDITIONS AND
RENOVATIONS – PHASE 1

CARTERSVILLE CITY SCHOOL DISTRICT

CARTERSVILLE, GEORGIA

TABLE OF CONTENTS

- A. INVITATION TO PROPOSE**
- B. GENERAL INFORMATION**
 - 1. Proposal format**
 - 2. Responsibility**
 - 3. Required Bonds and Insurance**
 - 4. Taxes, Fees, Code Compliance and Licensing**
 - 5. Payment**
 - 6. References and Proprietary Information**
 - 7. Inquiries**
- C. SELECTION PROCESS**
 - 1. Phase I - Proposal Evaluation**
 - 2. Phase II – Optional Interviews**
 - 3. Negotiation and Signing of Contract**
- D. RESPONSE FORMAT AND CONTENTS**
 - 1. Cover letter**
 - 2. Overview**
 - 3. Financial Information**
 - 4. Project approach**
 - a. Relevant Experience**
 - b. Relevant Projects**
 - c. Current Workload**
 - d. Schedule Control**
 - e. Quality Assurance/Control**
 - f. Project Management**
 - g. Project Staffing**
 - h. Cost Form**
- E. EVALUATION GUIDELINE FOR COMPETITIVE SEALED PROPOSALS**
 - 1. Purpose**
 - 2. Review process**
- F. Evaluation Criteria**
 - 1. Firm History, Stability & Capability**
 - 2. Financial Stability**
 - 3. Relevant Experience and Past Performance**
 - 4. Project Personnel Qualifications**
 - 5. Project Schedule**
 - 6. Cost**

CARTERSVILLE CITY SCHOOL DISTRICT
REQUEST
FOR
COMPETITIVE SEALED PROPOSALS

A. INVITATION TO PROPOSE

The **Cartersville City Board of Education** is requesting proposals from interested and qualified Construction Firms for the construction of **Cartersville High School Additions and Renovations – Phase 1, Cartersville, Georgia**. The proposed budget is **\$4,500,000**.

Construction work shall be coordinated with Cartersville City School District as directed by the school system’s owner’s representative following the competitive process. **Completion of the project shall be no later July 15, 2021.**

The Work of Project is defined by the Contract Documents and consists of the following:

1. Construction of a new 3,000 S.F. cafeteria addition and 6,000 S.F. existing kitchen/cafeteria renovation.
2. Construction of a new 1,000 S.F. enclosed connector corridor.
3. Construction of a new 1,200 S.F. front entry addition and 6,000 S.F. administration renovation.

Documents may be examined at iSqFt at www.isqft.com, LDI at 3030 Business park Drive Suite A Norcross GA 30071 Ph. (770) 263-1010 website. <http://ldiline.com>. Additionally PDFs of documents will be provided at no cost via drop box if requested by email to: BidQuestions@rlrpc.com. Only complete sets will be provided for download.

Cartersville City School District (hereinafter referred to as School District) plans to select the most qualified Construction Firm to enter into a contract for the construction for the above referenced project.

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 District and any other statutory provisions.

Contractor shall comply with and shall require all subcontractors to comply with all provisions of the “Georgia Security and Immigration Compliance Act”, O.C.G.A. 13-10-91. Contractor shall complete the attached “Contractor Affidavit and Agreement” and submit with their proposal and, if applicable, shall require all subcontractors to complete the attached “Subcontractor Affidavit

and Agreement”. Subcontractor agreements may be submitted after contractor selection, but must be submitted prior to contract.

Responses must be received by the Cartersville City Board of Education in the Board Office at 15 Nelson St., Cartersville, Georgia, 30120 on or before **2:00 p.m. Eastern Standard Time on September 24, 2020.**

After which time and date 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 “**Request for Competitive Sealed Proposals for Cartersville High School Additions and Renovations – Phase 1, Cartersville, Georgia**”.

Six (6) copies of each proposal must be forwarded or delivered to:

**Mr. Richard Dyke
Chief Financial Officer
Cartersville City School District
15 Nelson St.
Cartersville, Georgia 30120**

Oral or telegraphic (including FAX) responses are not acceptable.

Project selection timeline:

Public Advertisement:	<u>8/27/2020</u>
Pre-Bid Meeting (Mandatory):	<u>9/10/2020 @ 2:00 PM</u>
Proposals Due:	<u>9/24/2020 @ 2:00 PM</u>
Committee Evaluation	<u>9/24/2020</u>
Interviews (if review committee deems necessary)	<u>9/25/2020 – 10/02/2020</u>
Board approval:	<u>10/12/2020</u>
Award notification	<u>10/12/2020</u>

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

Mr. Todd Gilbert
Architect
Robertson Loia Roof
3460 Preston Ridge Rd. Suite 275
Alpharetta, Georgia 30005
770-674-2600 BidQuestions@RLRPC.COM

The Mandatory prebid meeting will be held in the parking lot of the Cartersville City Schools Central Office located at 15 Nelson Street Cartersville, GA 30120 on 9/10/2020 @ 2:00 PM. Immediately following the meeting, a walking tour will be conducted of the proposed high school renovation and addition areas. Interested proposers are encouraged to only send one representative to this meeting to limit the number of visitors to the school during the current COVID-19 conditions.

Additional site visits to inspect the site can be arranged by contacting Mr. Ken Paige with Cartersville City School District at 770-382-5880. It is the responsibility of the respondent to arrange and conduct any site visits necessary to familiarize themselves with existing conditions.

Proposals will be publicly opened, logged, and the base bid amount on the cost form and any alternates will be read aloud shortly after 2:00 PM on 9/24/2020 in the board room of the Cartersville City Schools Central office located at 15 Nelson Street Cartersville, GA 30120. Proposers may send one representative to witness the reading and opening

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

B. GENERAL INFORMATION

1. Proposal Format:

Proposals must be submitted in the format outlined in this document. Prior to actual evaluation, each Proposal will be reviewed to determine whether or not it is complete. Proposals that do not contain the information requested will not be considered.

Respondents shall use the prescribed format to clearly indicate their experience and qualifications.

2. Responsibility

The selected firm will be required to assume total responsibility for all services offered in his/her proposal. The selected firm will be considered the prime contractor and the sole point of contact with regard to all contractual matters.

3. Required Bonds and Insurance

The firm shall provide the school system with the required bonds listed below.

Bid Security: A Bid Bond shall be included in the construction bid envelope. The Bid Bond shall be payable to Cartersville City School District in the amount of Five Percent (5%) of the proposal amount.

Performance and Labor & Material Payment Bonds: The accepted proposer (contractor) shall furnish a proper Performance Bond and Labor & Material Payment Bond covering the full amount of the Contract Price as security for the faithful performance of all work under the Contract and payment of all charges in connection therewith. The cost of these bonds shall be included in the contractor's proposal.

To adequately protect the interests of the school system, the successful respondent shall procure, and maintain in effect during the life of the agreement, the following insurance coverages:

1. Workers Compensation:
 - a. Coverage A: State Statutory
 - b. Coverage B: Employers Liability:
 - \$500,000.00 Each Accident
 - \$500,000.00 Disease Policy Limit
 - \$500,000.00 Disease Each Employee
2. Comprehensive General Liability (including Premises-Operations; Independent Contractors Protective; Products and Completed Operations; Broad Form Property Damage; X-C/U Explosion, Collapse and Underground Coverage):
 - a. General Aggregate: \$2,000,000.00
 - b. Products/Completed & Operations Aggregate: \$2,000,000.00

- c. Each Occurrence: \$1,000,000.00
- d. Personal & Advertising Injury: \$1,000,000.00
- e. Fire Damage - Any One Fire: \$100,000.00
- 3. Comprehensive Automobile Liability:
Combined Single Limits: \$1,000,000.00
- 4. Umbrella Excess Liability:
 - a. General Aggregate: \$1,000,000.00
 - b. Products/Completed & Operations Aggregate: \$1,000,000.00
 - c. Each Occurrence: \$1,000,000.00
 - d. Personal & Advertising Injury: \$1,000,000.00
 - e. Completed Value/Builders Risk including interests of the Owner, Contractor, Subcontractors and Sub-subcontractors and covering the entire project including materials stored off site and materials in transit.

4. Taxes, Fees, Code Compliance and Licensing:

The firm shall be responsible for the payment of any required taxes or fees associated with the contract. The firm 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.

5. Payment:

Contractor shall submit monthly payment applications using AIA G702 and AIA G703 Continuation Sheets in addition to Georgia State Department of Education DE Form 0263, Revised June 2010. "Certificate of the Contractor or His Duly Authorized Representative",

6. References and Proprietary Information:

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

7. Inquiries:

Questions that arise prior to the proposal submittal date shall be submitted in writing to both the school system and the architect.

C. SELECTION PROCESS

Phase I - Proposal Evaluation

Interested firms responding to this Request for Competitive Sealed Proposals 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 firm, 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 contractor:

1. Firm History, Stability & Capability
2. Financial Stability
3. K-12 Experience, Past Performance, & Current Workload
4. Local Participation
5. Project Personnel Qualifications
6. Project Schedule
7. Base Cost

Phase II – Optional Interviews

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

Negotiation and Signing of Contract

Upon completion of Phase II and the determination that the project is feasible and acceptable to Cartersville City Schools, a modified AIA A101-2017 contract and associated modified AIA general conditions will be executed between the selected firm and the School District.

D. RESPONSE FORMAT AND CONTENTS

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 and opening of proposal. 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.

Each respondent shall provide the school system with six (6) copies of his/her proposal. 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.

Proposals will be publicly opened, logged, and the base bid amount on the cost form and any alternates will be read aloud shortly after 2:00 PM on 9/24/2020 in the board room of the Cartersville City Schools Central office located at 15 Nelson Street Cartersville, GA 30120. Proposers may send one representative to witness the reading and opening.

1. Cover Letter

Each proposal shall include a one-page cover letter at the beginning of the proposal. The cover letter shall include a project title, firm information (including name, address, telephone and fax number), names and telephone and fax numbers of persons authorized to provide any clarifications required.

2. Overview:

Complete the attached 1a.

3. Financial Information:

1. Provide one copy, in a separate sealed envelope marked “**FINANCIAL INFORMATION**”, of a reviewed and/or audited financial statement, balance sheet and income statement for the firm prepared by a certified public accountant. The financial statement must be within 6 months of year end, but in no case more than 18 months old.
2. List your firm’s annual billings for the past 3 years.
3. Provide a compliance letter from your bonding company showing consent to provide 100% Performance and Payment Bonds for your services as a general contractor.
4. Each respondent shall provide a certificate of insurance detailing their firm's present coverage and limits. Insurance agent shall certify that they are licensed to perform business in the State of Georgia.
5. The certificate of insurance should be addressed to Cartersville City Schools and dated within 30 days of RFP due date.
6. Provide your firm’s current bonding rate.
7. Has the firm ever failed to complete, or been removed from any project it has been awarded?

4. Project Approach: (Provide the following items in the order listed)

- A. Relevant Experience (*Label in Proposal as Attachment 2a*):
Provide a one-page summary of your relevant experience with this building type that distinguishes your firm from other contractors.
- B. Relevant K-12 Projects (*Label in Proposal as Attachment 3a*):

List all similar projects completed under the firm name in the last five (5) years. Begin list with any projects completed for Cartersville City School District. Include at a minimum the Project Name, Facility Type, Building Size, Scope of Work Performed, Project Cost, and any relevant change orders.

- C. Current Work Load (*Label in Proposal as Attachment 4a*):
Provide a one-page description of your current on-going work load with tentative start and completion dates.
- D. Schedule Control (*Label in Proposal as Attachment 5a*):
Provide a one-page description of your approach to schedule control and specific methods/techniques that you intend to utilize in this project. Include a detailed project schedule and CPM time line showing the necessary activities and schedule for implementation of this project.
- E. Quality Assurance/Control (*Label in Proposal as Attachment 6a*):
Provide a one-page description of any formal program that your firm utilizes to ensure quality.
- F. Project Management (*Label in Proposal as Attachment 7a*):
Each respondent shall list the members of their team and call tree. A one-page resume including education, experience and any other pertinent information shall be included for each team member assigned to this project.
- G. Project Staffing (*Label in Proposal as Attachment 8a*):
Each respondent shall attach a one-page project staffing plan. The plan shall include:
 - 1) Initial staffing showing the percentage of time each staff member is to be assigned to the project team
 - 2) Project organization chart showing a graphic representation of the participants listed as members of the project team and their responsibilities in the program.
- H. Cost Form:
Provide **six copies** of the cost form (attachment 9a) which includes: Base Cost, 5% owner contingency, Add Alternates, Unit Prices, 5% Bid Bonds, Contractor Affidavit, and list of Major Subcontractors to be used on this project.
Complete attachment 9a.

5% owner contingency to be used at the sole discretion of the owner. Any unused owner contingency remaining at the end of the project is to be credited back to the owner.

E. EVALUATION GUIDELINE FOR COMPETITIVE SEALED PROPOSALS

PURPOSE:

To evaluate, score and recommend the most qualified proposer who is capable of providing the best value to the owner. The committee approach for evaluating proposals provides opportunities for discussion of the listed criteria and expedites the selection process.

F. EVALUATION CRITERIA:

A contract will be awarded on the basis of the highest score obtained by the Review Committee from evaluating the Proposer's qualifications **and** using the criteria established in the Request for Proposal.

1. Firm History and Capability: 10 points

This category should be a measure of the firm's stability and consistency, not just a measure of how long the firm has been in business. It should also measure the firms' ability to professionally staff, manage and report on the project.

Questions which could be asked:

How long has the firm been in business under the current management team?

Do the resumes of senior management reflect academic and field accomplishments?

What is the firm's current workload and will that workload affect the project

2. Financial Stability: 10 points

Provide financial information in a separate sealed envelope. This category should be a measure of the proposers financial strength and ability to fund the systems needed to manage the project.

Has the firm maintained sufficient reserves to complete the project? A higher Current Ratio (Current Assets/Current Liabilities) shows a company's relative strength for short-term liquidity. Ratios in the Commercial Construction industry typically range from 1.3 to 1.5.

Does the firm have excessive debt-equity positions? This is also a good indicator. Debt-to-equity ratios tend to be from 1.5 to 2.2. A higher ratio means a company has used more debt to generate revenues and maintain their business.

3. K-12 Experience, Past Performance & Current Workload: 20 points

This category should measure both qualitatively and quantitatively the relevant projects previously awarded to the proposer. In cases where the proposer is a mechanical contractor acting as the Prime/General Contractor, relevant experience should include only those jobs in which the mechanical contractor was the Prime/Contractor.

"K-12" might be defined as *K-12 school projects completed in the State of Georgia.*

Information to be provided in this section:

Did the firm act as a "team member" during construction?

Were the projects completed on time and within budget?

Were problems resolved promptly and to the owner's satisfaction?

Were change orders handled satisfactorily?

Does the contractor's current workload allow for successful completion of this project?

4. Local Participation: 10 points

This category should a measure of the firm's proximity to the project site as well the proximity of the major subcontractors.

Questions which could be asked:

What is the firm's distance from the project site?

How far away are the major subcontractors from the site?

5. Project Personnel Qualifications: 10 points

This category should measure the proposed Project Manager and Superintendent's experience level and how well they worked with the owner and architect on previous jobs. Provide confirmation that project superintendent will be on site during each day of work. Include a call tree with position and phone number for the project team members starting with project superintendent up to the executive level.

Questions which could be asked:

What are the years of experience and how many jobs have been completed for each?

How well did they coordinate and communicate with other team members?

6. Project Schedule: 15 points

In school construction, project scheduling is of paramount importance.

THIS PROJECT SHALL BE COMPLETED NO LATER THAN July 15, 2021.

This category should not only compare each firms estimate of time to complete this project, but should be linked to their track record of estimate versus actual time on previous jobs as demonstrated in their proposal. It should also compare each firm's systems and methodology for time line management.

A complete project schedule, including the critical path of the project, shall be provided that includes all phases of the project including submittals, equipment lead time, project phasing, project close out, etc..

Questions which could be asked:

What is the firm's history of meeting scheduled openings?

Did work on previous project progress in a logical and orderly manner?

What type of systems does the proposer have in place for time line management?

7. Cost: 25 points

Attachment 1a

OVERVIEW

Company Name:

Address:

City/State/Zip:

Telephone:

Fax:

Contact Person:

Branch Office for the Project if Applicable:

Address:

City/State/Zip:

Telephone:

Fax:

Company Officers:

Number of years doing business under this name?

Number of permanent employees?

Have you ever defaulted on a contract?

If so, explain

Have you ever been involved in litigation or arbitration with an Owner?

If so, on a separate sheet, explain describing each instance and the resolution thereof.

What is your firm's current bonding capacity and bonding rate?

Attachment 9a

COST FORM

SUBMITTED TO: **Mr. Richard Dyke, Chief Financial Officer,
Cartersville City Schools**

A. I have received and reviewed the Bid Documents dated _____ and titled:

CARTERSVILLE HIGH SCHOOL ADDITIONS AND RENOVATIONS – PHASE 1

I have received Addenda #___ thru #___ and have included their provisions in my bid.

B. I have examined both the Bid Documents and the Project Site.

C. In submitting this bid I agree:

1. To hold by bid open until **thirty (30)** days after bid opening.
2. To accept the provisions of the Instructions to Bidders.
3. To execute a Contract, if awarded, on the basis of this bid and to furnish Performance and Payment Bonds.
4. To accomplish the work in accordance with the Contract Documents.
5. To include a 5% owner contingency in the below listed base bid sum.
6. To construct the Cartersville High School Additions and Renovations – Phase 1 for the individual project base bid sum of

_____ dollars (\$ _____) and to

complete all work in _____ consecutive calendar days.

D. In submitting this bid I further agree to the following unit prices for the work indicated:

1. To excavate alluvial deposits under slab, waste **off-site** and replace with crushed #57 stone obtained **off-site** for the unit price of (\$ _____) per cubic yard.
2. To excavate alluvial deposits under wall footings, waste **off-site** and replace with crushed #57 stone obtained **off-site** for the unit price of (\$ _____) per cubic yard.
3. To excavate trench rock, waste **on-site** and replace with suitable compacted fill obtained **off-site** for the unit price of (\$ _____) per cubic yard.
4. To perform rock boring as required for utility installation for the unit price of (\$ _____) per linear foot.
5. To provide and install additional Type C silt fence for the unit price of (\$ _____) per linear foot.
6. To provide and install additional erosion control matting as specified for the unit price of (\$ _____) per square yard.
7. To provide and install straw mulching for the unit price of (\$ _____) per square foot.
- 8.
- 9.

- 10. To provide and install additional temporary grassing as specified for the unit price of (\$_____) per square foot.
- 11. To provide and install additional permanent grassing as specified for the unit price of (\$_____) per square foot.
- 12. To provide and install additional Tiftway 419 sod for the unit price of (\$_____) per square foot.
- 13. To provide and install additional two (2) foot high by eight (8) foot long check dam with two (2) inch to ten (10) inch stone for the unit price of (\$_____) each.
- 14. To provide and install additional staked, hay bale check dam for the unit price of (\$_____) per bale.
- 15. To provide and machine place additional rip-rap for the unit price of (\$_____) per ton.

E. In submitting this bid, I further agree to adjust the base bid price upon acceptance of selected alternates as listed below:

- 1. **Alternate # 1: Add parking lot and associated stormwater detention changes labeled Alternate No. 1 on plans.**

Add (\$_____)

F. I have attached the required Contractor Affidavit and Agreement demonstrating compliance with O.C.G.A. 13-10-91, Georgia Security and Immigration Compliance Act and affidavits verifying compliance with provisions of O.C.G.A. 50-36-1, Verification of Lawful Presence Within United States.

G. I will contract with the listed subcontractors for the work categories described below:

- 1. Grading:_____
- 2. Plumbing:_____
- 3. HVAC:_____
- 4. Electrical:_____

H. I have attached the required Bid Bond:

- 1. By:_____
- 2. Signed:_____
- 3. Title:_____
- 4. Date:_____
- 5. Company_____
- 6. Address:_____

Attachment 10a

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 Cartersville City 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 _____, ____, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC
My Commission Expires: