

CATOOSA COUNTY SCHOOL SYSTEM RINGGOLD, GEORGIA

REQUEST FOR QUALIFIED CONSTRUCTION MANAGER (REQCM)

FOR CONSTRUCTION MANAGEMENT SERVICES

July 17, 2023

INTRODUCTION

The Catoosa County School System (CCSS) desires to retain the services of a professional Construction Management (CM) firm for the management, under a construction management/contractor format, for the construction of an addition to Boynton Elementary School..

To qualify for consideration, a firm must be prepared to provide the expertise, resources and personnel experience in project planning, cost management, project control, preconstruction and construction techniques, value-engineering analysis, scheduling and quality assurance throughout the planning and construction phases of the project.

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 and construction phase including working with owner and architect in project planning, arrangement of bid packages, bidding and award of the trade contracts and management of construction until occupancy is achieved.

PROJECT DESCRIPTION

The project consists of a classroom addition and related support spaces.

PROJECT SCHEDULE

Project Schedule has several milestone dates:

- CM Selection September 2023
 - Ground Breaking December 2023
 - Substantial Completion July 2024
 - Classes Begin August 2024

PRE-PROPOSAL CONFERENCE

A Mandatory Pre-Proposal Conference will be held on Tuesday, August 8, 2023 at 2:00 p.m. at Catoosa County Schools Central Office, 307 Cleveland Street, Ringgold, Georgia 30736.

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 Catoosa County Public Schools 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 Catoosa County Public Schools 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 **60 (Sixty) days** after date of receipt.

SCOPE AND STYLE OF SERVICES TO BE PERFORMED

In issuing the RFQCM, it is the intent of CCSS that the successful CM will provide a Guaranteed Maximum Price (GMP) for the cost of the construction of the project to include a Guaranteed Delivery Date (GDD). CCSS also intends that the successful CM accept the following stipulations:

1. Provide Performance and Material and Labor Payment Bonds in the amount of 100% of the GMP.
2. Individual Trade Contracts will be between the CM and the Trade Contractors, subject to CCSS approval.
3. 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.
4. The CM will be "at risk" in the proposed undertaking and will be responsible for completing the project within the GMP.
5. Should the final cost of the project be less than the GMP, savings shall be shared equally between CCSS and the CM.

6. An agreed percentage of pay applications will be held in retention.
7. CCSS shall have the authority to suspend or terminate performance of the project.
8. Construction Manager will share with CCSS the calculations and assumptions on which the CM's proposed GMP is based.

LIST OF REPRESENTATIVE SERVICES TO BE PROVIDED BY THE CM

Project Planning

The CM is expected to work with the owner and their design professionals to plan the project to include:

1. Reviewing ideas and suggestions offered by the owner, with regard to feasibility or constructability.
2. Evaluate designs with respect to constructability issues.
3. Evaluate value-engineering opportunities.

Bidding and Awarding Phase

1. Arrange bid packages.
2. Develop requirements to assure time, cost and quality control during construction.
3. Provide a provisional construction schedule for issuance with the bid package.
4. Identify bidders and generate bidder interest.
5. Schedule and conduct prebid conferences in conjunction with the architect and representatives from CCSS.
6. Advertise and distribute bidding documents.
7. Monitor bidder activity.
8. Review and analyze bids and recommended awards.
9. Update schedule.

Construction Phase

1. Maintain on-site staff for construction management.
2. Establish and maintain coordinating procedures.
3. Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction and occupancy.

4. Conduct and record job meetings.
5. Prepare and submit change order documentation for approval of the architect and CCSS.
6. Maintain a system for review and approval of shop drawings.
7. Maintain records and submit routine reports to architect and CCSS.
8. Maintain quality control and ensure conformity to contract documents.
9. Provide cost control through progress payment review and verification according to the approved schedule and contract amounts.
10. Coordination of post completion activities, including the assembly of guarantees, manuals and the owner's final acceptance. Submit all Close Out documents to the owner in hard copy and a digital format acceptable to the owner.

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 four identical copies of the proposal. For proper identification, the proposer'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 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. Acknowledgment of receipt of any Addenda.
7. Any other information considered pertinent by the proposer.

CRITERIA FOR THE EVALUATION OF PROJECT PROPOSALS

- A. Project Team (45 points)
 - a. Relevance of the Experience and Qualifications of the Proposed Project Team to this project, including: Experience of the project manager and superintendent working together on past similar projects; Assigned team's experience with projects of similar facility size, type, and complexity. Assigned team's experience

with effective budget control; Assigned team's experience with effective schedule control; Availability of the proposed team for this project. If applicable, the assigned team's experience working with the assigned Architect and Construction Division.

- B. Previous performance of the firm including level of quality of the services of the firm to previous customer's the firm's ability to meet established time requirements, the firm's response to project needs during preconstruction and construction, the firm's control of construction quality and budget and customer's statements attesting to the firm's qualifications. *Owner and Architect references may be used from previous projects of the finalists, among other information as necessary.*

B. Management Plan (20 points)

- a. Quality of proposed Management Plan, including: The Firm's cost management plan; Firm's schedule management plan during design and construction; Firm's approach for managing changes within the stated cost and schedule limitations; Firm's approach for competitively administering and evaluating bid packages; The Firm's subcontractor management plan; The Firm's quality assurance program and plan; The Firm's close-out plan; The Firm's work force plan; and The Firm's safety plan and site logistics plan for proposed project.
- b. Methodology Presented to assure success and the ability of principals to engender confidence in the ability of the firm to complete the project within the time and cost budgeted, including the effectiveness in communication of the team members during the interview process.

C. Fees (35 points)

- a. 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.
- b. Provide an itemized estimate for General Conditions that will be included in the final GMP. Use Attachment "C" for preparing this estimate.

RECEIPT AND CONTENT OF PROPOSALS

Proposals will be received until **2:00 PM on Thursday, August 24, 2023**. To be accepted, all proposals are to be submitted, in sealed packages marked "Response to CM RFQC". Proposals must be sent by U.S. Mail, courier service such as Federal Express or United Parcel Service or hand delivered. No proposals will be accepted via fax transmission regardless of time of delivery. **Five (5)** copies of the proposal should be sent or delivered to:

CM RFQ

**Attention: Mr. Chris Lusk
Catoosa County School System
307 Cleveland Street
Ringgold, Georgia 30736**

QUESTIONS

Questions concerning the RFQC shall be emailed to Mr. Ray Boaz at rboaz@dhw-architects.com.

ATTACHMENTS

- EXHIBIT A Statement of Assurance
- EXHIBIT B Federal Work Authorization Program
- EXHIBIT C General Conditions Cost Summary Worksheet
- EXHIBIT D Classroom Addition Schematic Plans

MANDATORY PRE-PROPOSAL CONFERENCE ATTENDANCE CONFIRMATION FORM

DATE: _____

TO: Mr. Mike Sholl
Catoosa County Public Schools
Email: chrislusk@catoosa.k12.ga.us

RE: RFP for Construction Management Services

A Mandatory Pre-Proposal Conference will be held at _____ at Catoosa County Public Schools Central Office.

The purpose of the conference is to discuss any questions or concerns vendors may have regarding the required services. Please return this form at the mandatory pre-proposal meeting to CCPS Construction Department to confirm attendance at the mandatory pre-proposal conference.

(PLEASE PRINT)

FROM:

Company Name Website

Representative Email Address

Mailing Address City State Zip

Telephone Number Fax Number

EXHIBIT A

CATOOSA COUNTY PUBLIC SCHOOLS

COMPETITIVELY BID CONTRACTS

STATEMENT OF ASSURANCE

COMPLIANCE WITH BOARD POLICY DJED

The Undersigned Vendor/Contractor provides this Statement of Assurance to the Catoosa County Public Schools wherein the Undersigned acknowledges receipt and awareness of Catoosa County Public Schools Policy DJED; the vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability or national origin. Such action shall include, but not limited to the following; employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation and training.

This the _____ day of _____, (Year).

Contractor

CATOOSA COUNTY PUBLIC SCHOOLS

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

CATOOSA COUNTY PUBLIC SCHOOLS

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

Boynnton Elementary Classroom Addition
General Conditions Cost Summary Worksheet

Attachment "C"

General Conditions Expense to be included in Contractor's Proposal

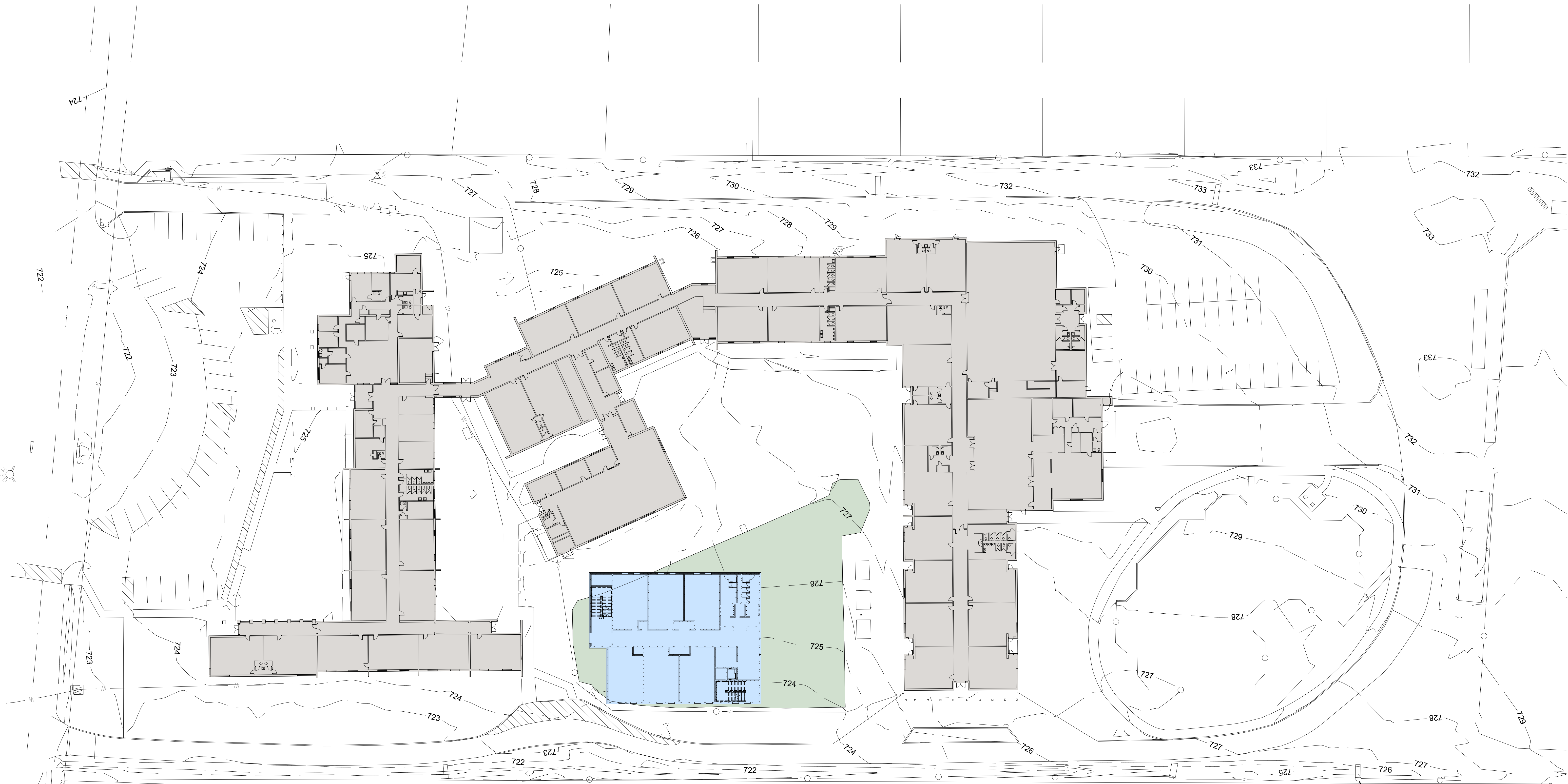
1	Mobilization			
2	De-Mobilization			
	On Site Supervision			
3	Project Manager			
4	General Superintendent			
5	Assistant Superintendent/Foremen			
6	Additional Staff On Site			
7	Field Engineering / Layout			
8	Travel/Per Diem Expenses			
9	Job Sign - By Owner			\$0
10	Temporary Protection			
11	Trash Removal/Dumpster/Tipping Fees			
12	General/On Going Clean-UP			
13	Final Clean-UP			
14	Fees for Testing Laboratories - By Owner			\$0
15	On Site Office Equipment/Supplies			
16	On Site Internet Access			
17	Temporary Communciation			
18	LEED Certification Documentation			
19	Safety First Aid Supplies			
20	Temporary Toilets			
21	Document Reproduction			
22	Equipment and Small Tools			
23	Scheduling			
24	Progress Photos			
25	Project Closeout Documents			
26	Temporary Job Trailer			
27	Temporary Storage Trailers			
28	Sub/Material Bid Solicitation Expenses			
29	Temp. Power and Water, Potable Water			
30	Temporary Heat and Fuel			
31	LIST ANY OTHER EXPENSES THAT ARE NOT INCLUDED ABOVE THAT WE SHOULD CONSIDER IN OUR EVALUATION			
	Total General Conditions Costs			

Bonds and Insurance

Provide Cost per \$1,000 of Contract or % of Contract Amount

32	Performance and Payment Bonds			
33	Insurance			
34	Builders Risk Insurance			

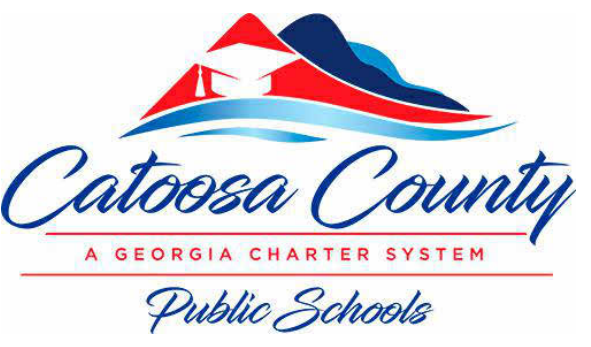
Exhibit D



- New Construction - Phase 1
- Existing Construction



ARCHITECTURE INTERIORS PLANNING
1001 Carter Street - Chattanooga - 37402
423 | 266 | 4816 www.dhw-architects.com



Boynton Elementary School Addition

3938 Boynton Drive
Ringgold, GA 30736

Date: 04/26/23
Drawn: WPM
File: 8203-B

Revisions :

Key Plan

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PRELIMINARY

Title: **Site Plan**

Scale:
Sheet No.



A18 A200 **Site Plan Project North**
C100 1" = 30'-0"

C100

**Boynton
Elementary
School Addition**

3938 Boynton Drive
Ringgold, GA 30736

Date: 04/26/23
Drawn: WPM
File: 8203-B

Revisions

Key Plan

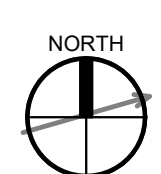
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PRELIMINARY

**Title:
First Floor Plan
Overall**

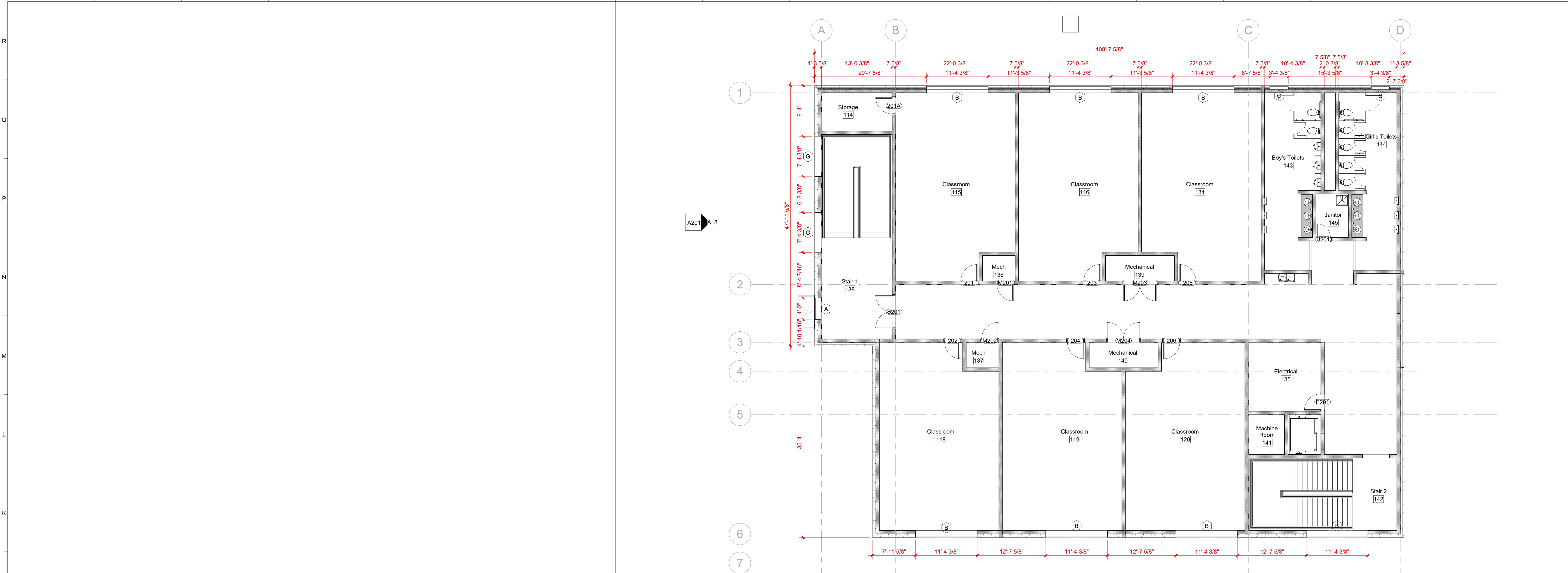
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Sheet No.

A100

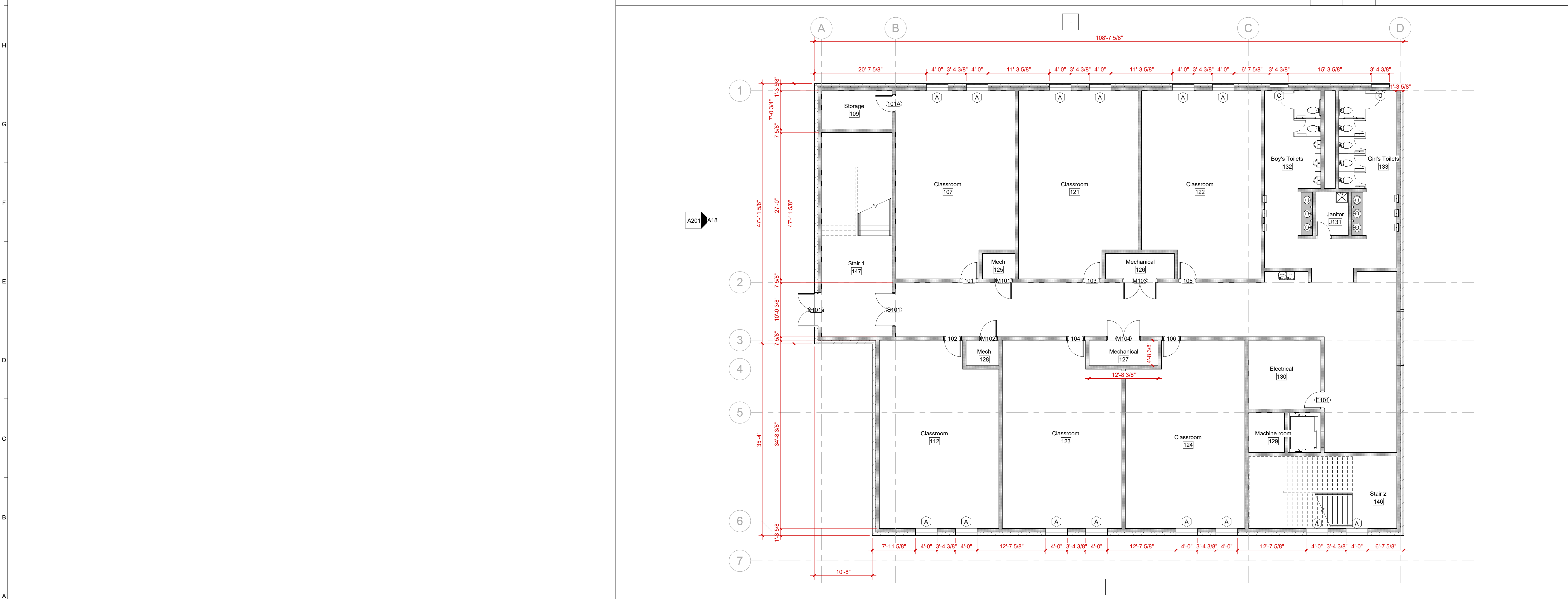


A18 A200 **1 First Floor Overall**
A100 1/16" = 1'-0"

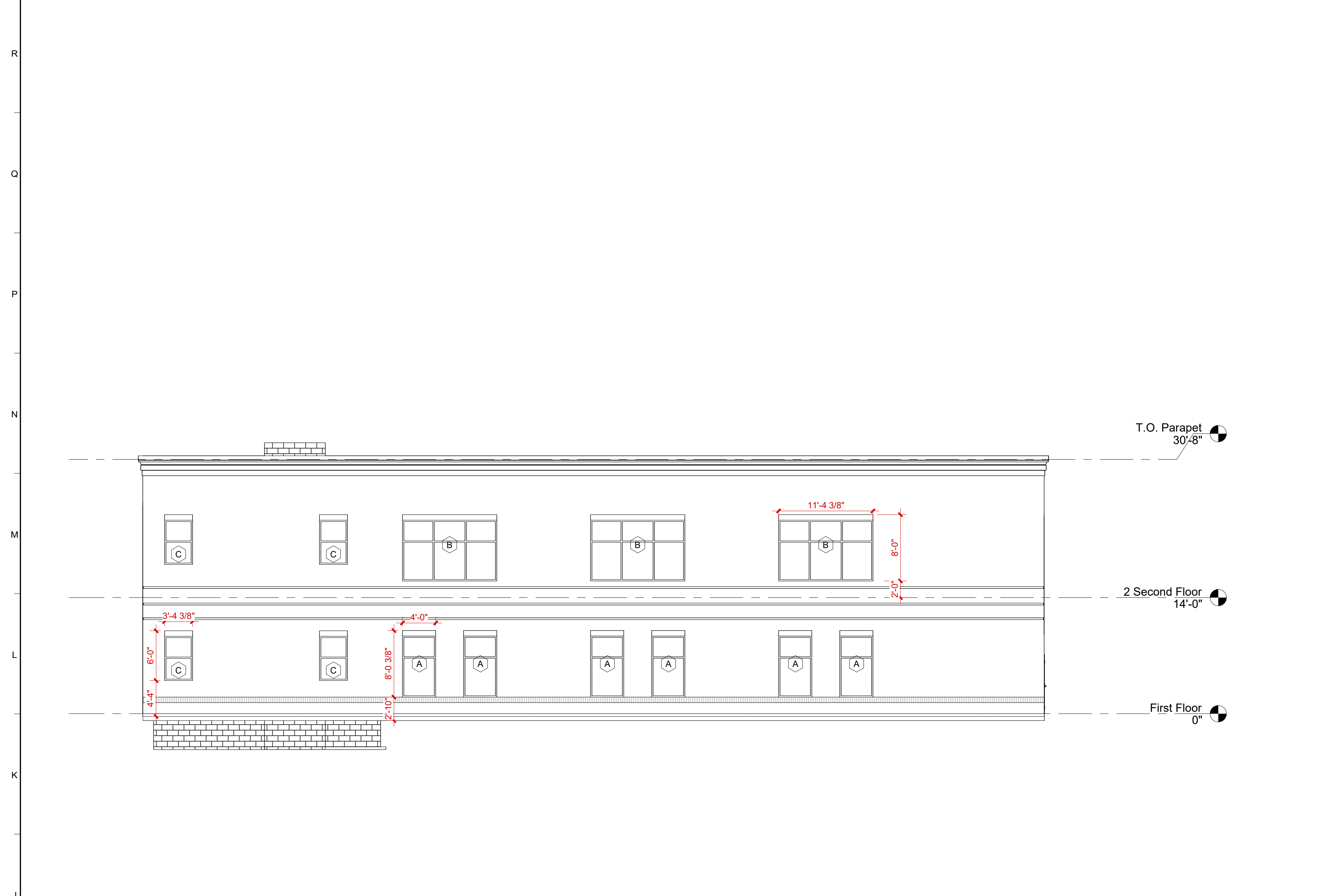
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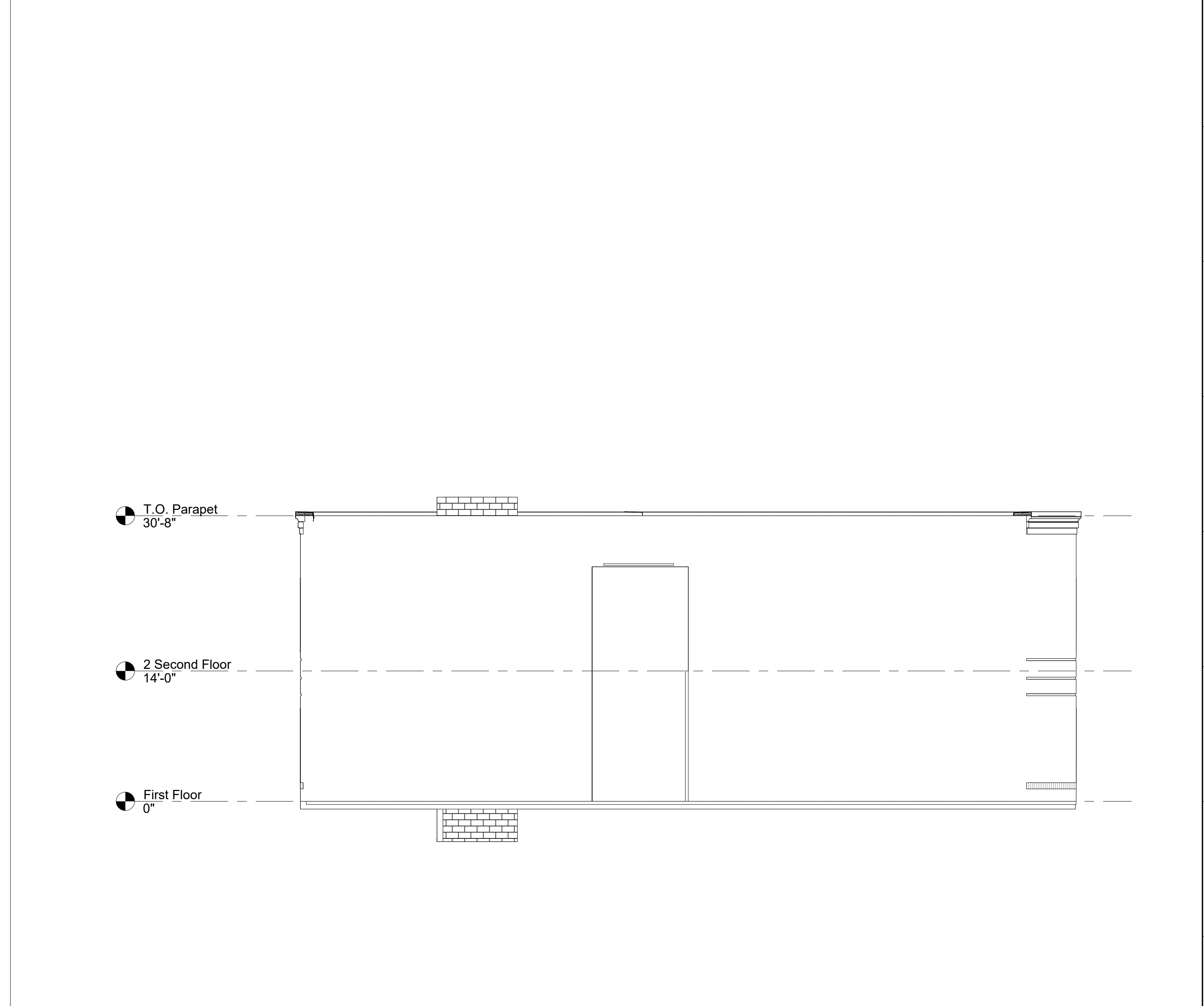
J18 A200 **2 Second Floor Plan - Phase 1**
A101 1/8" = 1'-0"



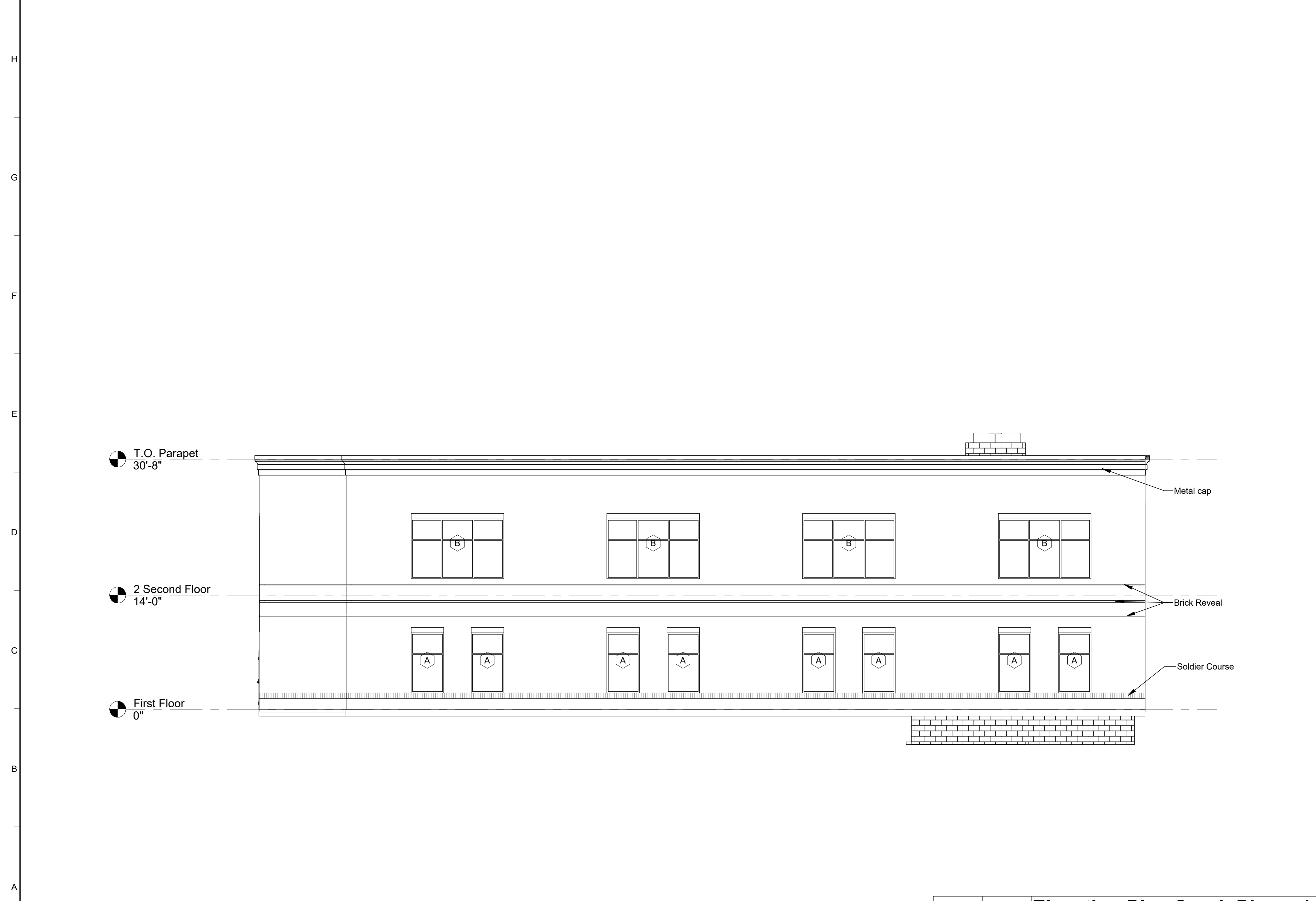
A18 A200 **1 First Floor Plan - Phase 1**
A101 1/8" = 1'-0"



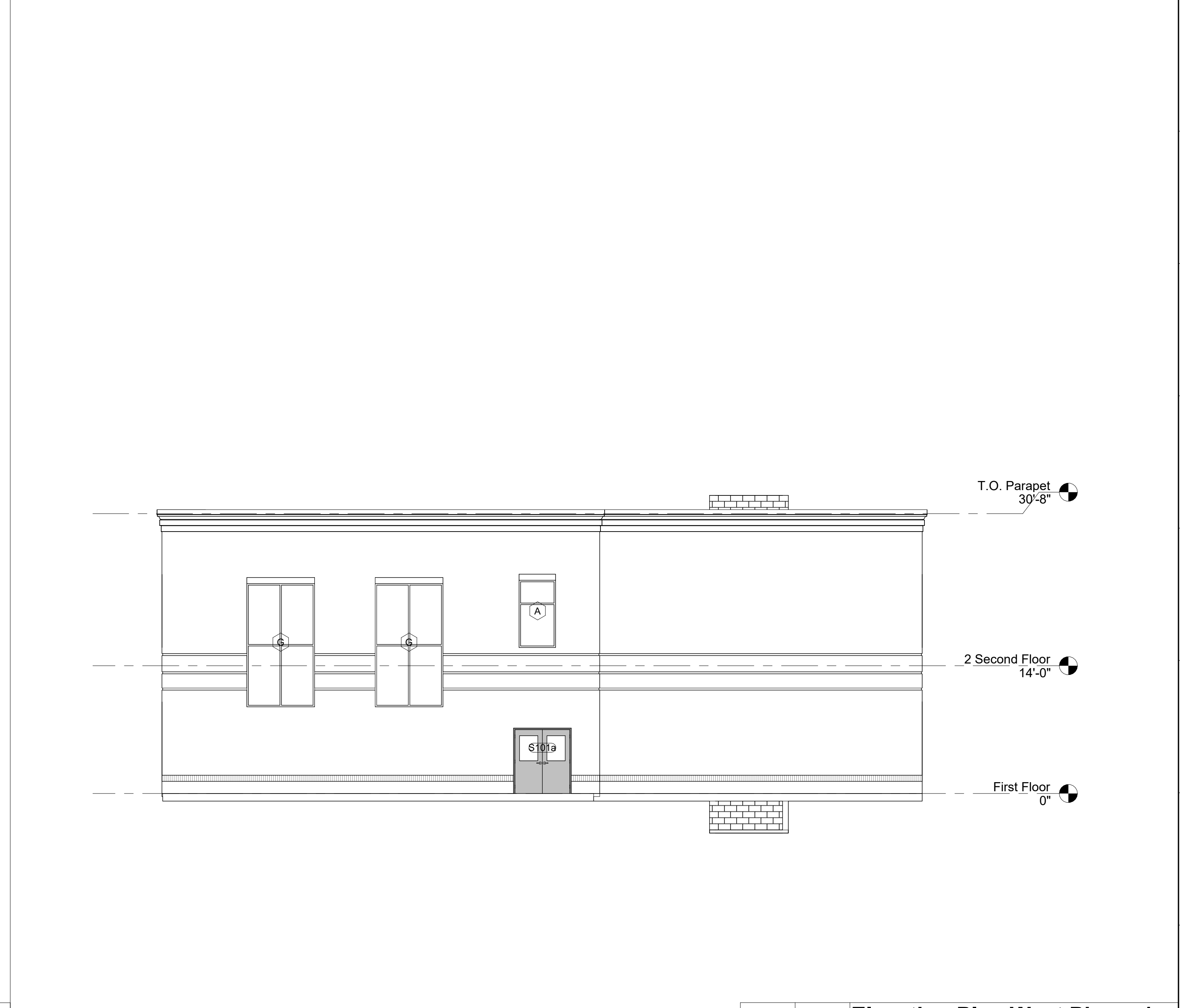
J10 A104
A201 1/8" = 1'-0" **Elevation Plan North Phase 1**



J18 A104
A201 1/8" = 1'-0" **Elevation Plan East Phase 1**



A10 A101
A201 1/8" = 1'-0" **Elevation Plan South Phase 1**



A18 A101
A201 1/8" = 1'-0" **Elevation Plan West Phase 1**

Revisions:

Key Plan

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PRELIMINARY

Title: **Building Elevations Phase 1**

Scale:
Sheet No.