



October 31, 2017
612 South College Street
Cedartown, Ga 30125

REQUEST FOR QUALIFIED CONTRACTOR (RFQC)
For
Construction Management Services
RFQC 2017- 1101

Deadline for submission: 10:00 a.m., Tuesday, November 14, 2017

INTRODUCTION

The Polk School District (PSD) 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 certain facility projects. This request covers a term of five (5) years beginning 2017 through 2021 and may include, but is not limited to the projects described below. **The Polk School District shall have the right to terminate the relationship with the Construction Management firm at any time without cause.**

I. PROJECT LIST

- Priority 1: Cedartown HS Fine Arts Building**
 - Rockmart HS Ag. Building
 - Boiler replacement reserve
- Priority 2: Cedartown HS south Parking Lot**
 - All Schools HVAC and Roofing
 - All Schools Technology Upgrades
- Priority 3: Cedartown HS/Rockmart HS Tracks**
 - Rockmart HS Concessions
 - Rockmart HS Press Box
 - All Schools Technology Upgrades
 - All Schools HVAC and Roofing
 - Rockmart MS Concessions
- Priority 4: Cedartown HS Kitchen/Exterior Renovations**
 - Cedartown HS East and West Parking
 - Rockmart HS Gym Renovations/Improvements

To qualify for consideration, a firm must be prepared to provide the expertise, resources and personnel experience in project planning, cost management, project control, pre-construction 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 substantial completion is achieved.

SCOPE AND STYLE OF SERVICES TO BE PERFORMED

In issuing the RFQC, it is the intent of PSD that the successful CM will provide the required services for a fixed fee to be mutually agreed upon by the parties. It is further the intent of PSD that the successful CM will provide a Guaranteed Maximum Price (GMP) for the cost of the construction of the projects to include a Guaranteed Delivery Date (GDD). PSD 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.
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, ALL savings shall revert to PSD.
6. An agreed percentage of pay applications will be held in retainage.
7. PSD shall have the authority to suspend or terminate performance of the project.
8. Construction Manager will share with PSD 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 to plan the project to include:

1. Reviewing ideas **and** suggestions offered by the owner and architect 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 PSD.
6. Advertise and distribute bidding documents.
7. Monitor bidder activity.
8. Review and analyze bids and recommend awards.
9. Update project 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 PSD.
6. Maintain a system for review and approval of shop drawings.
7. Maintain records and submit routine reports to architect and PSD.
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.

SELECTION OF CM

The services being sought under the RFQC are considered professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the proposers which will result in an award that is in the best interest of PSD.

Factors to be considered in the evaluation include:

1. The capability of the proposer to deliver the services in an efficient and timely manner;
2. Responses from at least three (3) references for which the proposer has performed services, specifically K-12 public school experience and CM-at Risk delivery method.
3. Composition and qualifications of the persons designated to form the proposer's staff for the services required under the RFQC;
4. Previous record of the proposer while performing in the role of a CM-at-Risk providing services with a GMP and GDD specifically K-12 public school experience.
5. Intangibles which best demonstrate the proposer's ability to provide services to PSD.

Evaluations will be performed by a committee. Following completion of the initial evaluations, if deemed necessary by the committee, up to three firms best qualified may be granted an opportunity to appear before the Evaluation Committee to make an oral presentation and submit to an interview. Information on the presentation will be provided to the firms selected.

After evaluations, the committee will identify the CM firm it will recommend based on information contained in the proposal, reference analysis and interviews, if deemed necessary by PSD. Fees, general conditions and reimbursables will be negotiated with the selected firm on a project by project basis. If negotiations fail the second ranked firm will be considered. PSD reserves the right to accept or reject any and all proposals in response to this RFQC.

RECEIPT AND CONTENT OF PROPOSALS

Proposals will be received until 10:00 a.m., Tuesday, November 14, 2017. 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. Three (3) copies of the proposal should be sent or delivered to:

**Polk School District
Attn: Greg Teems
CM RFQC
612 S. College Street
Cedartown, GA 30125**

Questions concerning the RFQC should be FAXED to Greg Teems, Assistant Superintendent, at (470) 296-2078. Include your fax number for a response.

To be considered for acceptance, the proposals shall contain the following minimum information to be presented as set out in the format and sequence shown.

1. **Firm History & Information**

Briefly describe your firm, its officers and executive management. Furnish an organizational chart for you firm specifically indicating those who will be involved in this program.

Polk School District
CM-at-Risk RFQC

2. **Related Experience**

Provide a list of all projects, specifically K-12 public schools, completed in the past (5) years within 50 miles of Polk County and specifically identify the four (4) most recent completed Construction Management-at-Risk projects on the list.

3. **Project Approach**

Provide a brief outline and description of your firm's approach for a program of this nature.

4. **Bonding Information**

Provide the name, address, telephone number and contact for your surety and bonding agent.

List your total bonding capacity and the total value of all projects currently under construction.

5. **Financial Information**

Provide information about the company in sufficient detail to allow its financial strength and credit worthiness to be evaluated.

6. **Claims History**

List all litigations, arbitrations and mediations in which the firm has been involved in the past five (5) years. This list should include claims for more than \$50,000 made by an owner against the firm or by the firm against the owner and indicate the disposition of each such claim, the name of the owner and the nature of the claim.

7. **Current Projects**

List all major projects with which the firm is currently involved and identify the firm's role on the project (e.g. contractor, construction manager).

**POLK SCHOOL DISTRICT
CEDARTOWN, GEORGIA**

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT, AS AMENDED BY
THE ILLEGAL IMMIGRATION REFORM ACT OF 2011, O.C.G.A. 13-10-90, ET AL.

To All Prospective Vendors:

If you are providing service, performing work, or delivering goods to the Polk School District (PSD), including but not limited to schools, warehouses, and central offices, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized, and submitted with your bid or proposal.

1. The PSD shall comply with the Georgia Security and Immigration Compliance Act, as amended, Act O.C.G.A. 13-10-90 et. seq.
- 2.. In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. 13-10-90 et. seq., (collectively the "Act"), the Vendor ("Contractor") Must initial the statement applicable to Contractor below:

(a) _____(Initial here) Contractor warrants that, Contract has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Contractor further warrants and agrees Contractor shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of labor as set forth at Rule 300-10-1-.01 et. seq.; or

(b) _____(Initial here) Contractor represents and warrants that it does not physically perform any service within the State of Georgia pursuant to O.C.G.A. 13-10-90 et. al. and thus does not have to comply with the foregoing Georgia law

3. _____(Initial here) Contractor will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10- 1-.01 et. seq.

4. _____(Initial here) Contract agrees that, if Contractor employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rule 300-10-1-.02, that Contractor will secure from each sub-contractor at the time of the contract the sub-contractor's name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.2; and the subcontractor's agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

5. _____(Initial here) Contractor agrees to provide the PSD with all affidavits of compliance as required by O.C.G.A. 13-10-90 et. seq and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08 with five (5) business days of receipt.

**POLK SCHOOL DISTRICT
CEDARTOWN, GEORGIA**

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

(1) the individual, firm, or corporation ("Contractor") which is contracting with Polk School District has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [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, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(2) Contractor's correct user identification number and date of authorization is set forth herein below.

(3) Contractor agrees that the Contractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with PSD, unless at the time of the contract said subcontractor:

(a) is registered with and participates in the federal work authorization program;

(b) provides Contractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

(c) agrees to provide Contractor with notice of receipt and copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

Contractor agrees to maintain records of such compliance and to provide notice of receipt and copy of each subcontractor Affidavit or other permissible verification to the PSD at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

(4) Contractor further agrees to and shall provide PSD with copies of all affidavits or other applicable verification received by Contractor (i.e.: sub subcontractor affidavits and all other lowered tiered affidavits) with five (5) days of receipt.

EEV / Basic Pilot Program User Identification Number Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV /Basic Pilot Program, please identify the program.

Company Name/Contractor Name Date

BY: Signature of Authorized Officer or Agency Date

Title of Authorized Officer or Agent of Contractor _____

Printed Name of Authorized Officer or Agent _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20____.

Notary Public _____

My Commission Expires: _____

Polk School District
CM-at-Risk RFQC

**POLK SCHOOL DISTRICT
CEDARTOWN, GEORGIA**

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

(1) the undersigned individual, firm or corporation ("Subcontractor") is engaged in the physical performance of services under a contract with _____ (name of contractor), which has a contract with the PSD.

(2) Subcontractor has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [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. 13-10-01. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(3) Subcontractor's correct user identification number and date of authorization is set forth herein below.

(4) Subcontractor agrees that the Subcontractor will not employ or contract with any sub-subcontractor(s) in connection with the physical performance of services pursuant to this subcontract or the contract with the PSD, unless said subcontractor:

(a) is registered with and participate in the federal work authorization program;

(b) provides Subcontractor with duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

(c) agrees to provide Subcontractor with notice of receipt and copy of every sub-subcontractor Affidavit or other permissible verification procured by sub-subcontractor at the time the sub-subcontractor(s) is retained to perform such service or within five (5) days after receiving the Affidavit or verification, whichever first occurs.

Subcontractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such sub-subcontractor Affidavit or other applicable verification to the Contractor at the time the sub-subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

EEV / Basic Pilot Program User Identification Number Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

BY: _____
Authorized Officer or Agent (Subcontractor Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent:

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY

_____, 20____.

Notary Public

My Commission Expires: _____