

# **Request for Qualifications and Proposals**

*to provide*

**Construction Management at Risk Services**

*to the*

**PIERCE COUNTY BOARD OF EDUCATION  
834 EAST MAIN STREET  
BLACKSHEAR, GA 31516**

*For*

**ATHLETIC IMPROVEMENTS**

*To*

**PIERCE COUNTY HIGH SCHOOL**

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## I. Request for Proposals

The **PIERCE COUNTY BOARD OF EDUCATION** is requesting submittals from qualified construction management firms for the construction of the **ATHLETIC IMPROVEMENTS AT PIERCE COUNTY HIGH 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.

The Pierce County School District shall have the right to terminate the relationship with the construction management firm at any time with or without cause.

The Pierce County Board of Education intends to select the construction management firm that in its sole discretion best meets the needs of the school district. The Pierce County Board of Education reserves the right to reject any or all proposals and waive technicalities.

The Pierce County Board of Education is not liable for any cost incurred by any person or firm responding to this Request for Proposal.

Proposers agree to waive any claims they have or may have against the Pierce County School District and its Board, employees, agents, members, representatives and legal counsel:

1. Arising out of or in connection with the administration, evaluation, recommendation or selection of any proposal.
2. Waiver of any representations under the proposal or documents.
3. Accept or reject any proposal and award of contract.

## II. Project Overview

The **PIERCE COUNTY BOARD OF EDUCATION** is responsible for the construction of the **ATHLETIC IMPROVEMENTS AT PIERCE COUNTY HIGH SCHOOL** in **BLACKSHEAR, GA.**

The project will include site work, building construction, selected demolition of old HS, renovation/modification of old HS gym, fixed equipment and millwork. Loose equipment, furnishings, appliances and selected kitchen equipment are to be furnished and installed under separate contracts by **PIERCE COUNTY BOARD OF EDUCATION**. **Final scope of work to be determined by PIERCE COUNTY BOARD OF EDUCATION once successful CM is on board and has completed pre-construction services.**

### 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) at Risk 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 Proposals (RFP) should anticipate more than twenty (20) construction packages.

### C. **Project Schedule**

The Architect (A/E) has prepared a Preliminary Total Project Schedule that targets Fall 2022 for occupancy of the **ATHLETIC IMPROVEMENTS AT PIERCE COUNTY HIGH SCHOOL**. The CM will be responsible for reviewing and incorporating milestones shown in the Preliminary Total Project Schedule into his own Total Project Schedule.

### D. **Construction Budget**

The preliminary construction budget of the project is \$15,000,000. **Final project SCL to be determined by PIERCE COUNTY BOARD OF EDUCATION at the completion of pre-construction services by the successful CM.**

## **E. Form of Agreement**

The agreement between the Owner and the CM at Risk 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 at Risk 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 if given, 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 at Risk 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. Submittal Format and Requirements**

#### **A. Instructions**

Proposals submittals will be received until 3:00 p.m., **May 4th, 2021**, at the following locations.

Any questions in regard to this Request shall be submitted in writing to the Architect at the address listed below or email. Architect will respond to any respondent’s questions received within four calendar days of the submittal due date.

Six (6) copies shall be sent directly to:

Mr. Harbin Farr  
PIERCE COUNTY BOARD OF EDUCATION  
834 EAST MAIN STREET  
BLACKSHEAR, GA 31516

One (1) Copy sent directly to:

SP Design Group Architects and Engineers, Inc.  
Attention: Michael P. Chaloult, Jr., 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. Qualifications submittal will not be accepted via facsimile or email.

**B. Proposals Criteria**

All proposals shall include the following criteria.

<b>CRITERIA</b>
Ability to perform the required services as indicated by the technical training, education and general experience of the firm and of the particular experience of the personnel assigned to the project.
Experience of the firm and its staff members with comparable new and/or renovation projects, including the size, nature, complexity and owner satisfaction of desired outcomes; to include experience with projects that had significant site improvements and phasing requirements
Ability in terms of workload and availability of qualified personnel and other resources to perform the required services.
Local participation plans
Past performance references on similar projects.
Demonstration of the following: <ul style="list-style-type: none"> <li>• Number of similar projects completed in past five years including project costs</li> <li>• Community engagement process</li> <li>• CM process – specifications, bidder qualification documents, coordination of all disciplines such as control and HVAC systems, roofing systems, technology infrastructure, etc.</li> <li>• Project cost estimating services (detailed and itemized).</li> <li>• Public bid process</li> <li>• Systems and processes used during construction phase (shop drawings, submittals, RFIs, change order proposals, etc.)</li> <li>• Single point responsibility for construction administration to plan, coordinate and manage the project, to include weekly construction meetings, site visits, project oversight, quality of work assurance, etc. Specifically project manager and superintendent.</li> <li>• History of meeting project deadlines and required milestones.</li> <li>• Working relationships with other project professionals involved on projects</li> <li>• Close-out process (punch lists, final close-out documents, warranty documentation, etc.)</li> <li>• Verifiable evidence of financial responsibility</li> <li>• Safety history</li> </ul>
Fee
General Conditions

**V. Proposal - Submittal Format and Requirements**

**A. Proposal Instructions**

The respondents judged to be most qualified based on the information provided in the Proposal submittal may be asked to submit more detailed information concerning their experience and abilities, and may be asked to attend an interview with a selection committee.

Any questions in regard to this Request shall be submitted in writing to the Architect at the address listed in Section IV.A. The Architect will respond in writing to all Respondents. Architect will respond to any Respondent's questions received within four (4) calendar days of the interview date.

**Include the Fee Proposal Form (Attachment A) in your Proposal submittal.** Respondents should deliver six (6) original copies of their Proposal.

It is the responsibility of the respondents to examine the entire Request, seek clarification in writing, and review their proposals for accuracy before submitting a response. Once the deadline has passed, all submittals will be final. The Owner will not request clarification from any individual respondent relative to their submittal, but reserves the right to ask for additional information from all parties that have submitted proposals.

Any proposals submitted shall remain valid for six months after the proposal due date or until the Owner executes a contract, whichever is sooner. In the event the selected respondent fails to perform and/or the contract is terminated within forty-five days of its initiation, the Owner may request the respondent submitting the next acceptable proposal to honor its proposal. Selection shall not be based solely upon the fee proposal; however, the fee and general conditions shall be a significant factor in the final selection.

## **B. Proposal Format and Requirements**

Respondents must submit evidence of their abilities and provide complete, thorough and comprehensive responses for each of the following components of this section to be considered. Respondents are required to follow the outline below in their response. Responses should be concise, clear and relevant. Photos or other graphics may be used to better convey the respondent's qualifications. 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. Response may include such other information and details to support the firm's qualifications to perform this work.

- 1. Description of Firm** - Describe the history and growth of your firm as succinctly as possible. Describe any litigation experience with Owners, Architects or Sub-contractors. List any active or pending litigation and explain. Has the firm been involved in any litigation in the past five years? List at least five Architect and Owner references for projects that your firm has completed in the past three years that required intensive pre-construction services. Briefly describe the projects and list the company, contact person and phone number. List five major trade contractor references (company, contact and phone number). Provide a company organizational chart.
- 2. Experience** – Provide for each of the examples of your experience as CM at Risk in constructing facilities similar to this project which were included in your Qualifications submittal the following information: provide photographs, provide an Owner, Architect and Program Manager (if applicable) reference familiar with your performance on the project. Please verify before submitting that all reference information is current. List the individual who served as the Project Executive/Director, Project Manager, Superintendent, and Cost Estimator. Please note whether or not these individual are still employed with your firm. Include the total percentage of change orders (both construction and owner enhancements) and performance relative to the initial project schedule. For each project, provide the name of an owner's representative (with a current phone number) who is familiar with your performance on the project. Provide any additional relevant information.
- 3. Project Team** - Provide qualifications and experience of the following key personnel that you are proposing for this project: principal of the CM at Risk 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.

- 4. 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.

5. **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 at Risk. 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?
6. **Schedule** – Respond to the Preliminary Total Project Schedule (See II.C); specifically, in regard to the proposed duration of construction. Describe your general approach to the schedule for this project. Describe your firm's scheduling systems and how your firm intends to manage the pre-construction and construction schedules. Describe alternatives that may be explored to shorten the proposed schedule.
7. **Local Participation Plan** – Give a complete description of how your company intends to consider local sub-contractors and suppliers in your scope of work.
8. **References** – Provide 5 references of similar type & size projects, along with owners contact information.
9. **Financial** - Supply the firm's latest financial statement (audited statement if available); one copy only in a separate sealed envelope. The respondent must provide a statement from their bonding corporate surety certifying their bonding capacity for a project with an estimated construction cost of approximately \$15,000,000. List the contact persons, addresses and phone numbers for the firm's bonding company and agent. List the bond rate for this project.
10. **Fee Proposals** - 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.

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

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

The PIERCE COUNTY BOARD OF EDUCATION will generally follow the requirements of Georgia Code Title 36, with respect to the selection of a Construction Manager at Risk for the proposed project.

The selection of a Construction Management firm will be by a Selection Committee consisting of representatives of the **PIERCE COUNTY BOARD OF EDUCATION** and Architect. The Selection Committee will receive and review proposals in response to this Request. Proposals will be evaluated against a set of criteria combining qualifications and fee to determine the final selection of a Construction Management firm. The Pierce Board of Education may or may not request an interview with selected firms.



At the conclusion of the interviews, **IF CONDUCTED**, the Owner will negotiate a contract with the highest ranked firm for Pre-Construction Services, General Conditions and a Fee percentage. If negotiations are not successful, the owner will then negotiate with the second-ranked respondent, and so on.

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.

**B. Proposal Evaluation Criteria**

1. Experience
2. Project Team
3. Pre-construction Management Plan
4. Construction Management Plan
5. Schedule
6. Interview (If Required)
7. Local participation Plan
8. References
9. Financial
10. Fee Structure & General Conditions Cost

**VII. 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 a proposal 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 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 at Risk Fee Proposal Form**

*(submit in a sealed envelope at end of interview)*

**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 at Risk Agreement as depicted in the attached Construction Management at Risk 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>	\$