



Peach County Board of Commissioners

**Request for Qualifications
(Step I)**

and

**Request for Proposals
(Step II)**

To Provide

Construction Management At-Risk Services

for

**Project No.: PC- 21.01
“Peach County Animal Control Facility”**

**Peach County Board of Commissioners
Fort Valley, Georgia**

**Solicitation Issue Date: July 7, 2021
Qualifications Packages Due: August 9, 2021**

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STEP I REQUEST FOR QUALIFICATIONS

Construction Management At-Risk (CM/GC) Services Project No. PC-21.01 “Peach County Animal Control Facility” Peach County Board of Commissioners Fort Valley, Georgia

The Peach County Board of Commissioners (“PC BOC”) or (“Owner”) is soliciting statements of qualifications from firms interested in providing Construction Management At-Risk (CM/GC) Services for the construction of project referred to as **Project No. PC-21.01 “Peach County Animal Control”** for the Peach County Board of Commissioners, Fort Valley, Georgia. This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services. Some firms that respond to this RFQ, who are determined by the Peach County Board of Commissioners,(PC BOC) to be especially qualified, may be deemed eligible and may be invited to interview and offer proposals for these services. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully. PC BOC reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at their discretion.

1. GENERAL PROJECT INFORMATION

Project Description

- A. Construction of a new Animal Control Facility similar to the Warner Robins Animal Control Facility located at 208 Stalnaker Ave, Warner Robins, GA 31088.
- B. The New Peach County Animal Facility will be a single building that will contain 36-40 “kennels”.
 1. Site clearing, grading, and civil work as required.
 2. Procurement installation of all under-slab and above-slab plumbing and electrical service required.
 3. Procurement, installation/ erection of a new “Metal Building Super Structure”.
 4. Procurement, installation of all concrete slabs required.
 5. Procurement, installation of all concrete masonry unit (CMU) walls and containment areas.
 6. Procurement, installation of all miscellaneous metal framing and gypsum board as required.
 7. Procurement, installation of all door frames, doors, door hardware, and miscellaneous hardware as required.
 8. Procurement, installation of all HVAC units as required.
 9. Procurement, installation of all paints and coatings required.

10. Procurement, installation of all fencing, gates, and containment areas as required.

Project Delivery Method

The delivery method for this Project will be Construction Management At-Risk (CM/GC), and, as a minimum, will work with the PC BOC & the Design Professional to generate the most cost effective solution.

Project Budget

The preliminary budget for the project is **\$400,000 - \$500,000**. The final budget may be revised by the PC BOC due to final programmatic requirements, funding availability or other circumstances.

Project Schedule

After the CM is selected, the cost analysis between the PC BOC, CM & Design Professional will begin. This phase is anticipated to last 30 days. Once the final budget is established and all permits and other state requirements are fulfilled, CM will be directed to begin construction. Anticipated construction to commence on **October 4, 2021**. Anticipated Substantial Completion by **April 4, 2022**.

2. CONSTRUCTION MANAGEMENT AT-RISK SERVICES REQUIREMENTS

The CM/GC will be expected to work collaboratively with the Design Professional and PC BOC to provide preconstruction services which may include, without limitation, technical review, cost verification, cost evaluation, value engineering, schedule development, and schedule evaluation, in addition to management of the construction. In addition, CM/GC will be responsible for methods of construction, safety, and the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its predetermined budget and schedule.

3. QUALIFICATIONS REVIEW PROCESS

Selection of the CM/GC will be a multi-step process generally following the steps outlined in the following steps.

Step I- Qualifications Review This RFQ is issued for the purpose of acquiring Statements of Qualifications from prospective CM/GC firms. A selection of finalist firms will be made by a Selection Committee consisting of representatives of the PC BOC, the Design Professional. The Selection Committee will receive, and review Statements of Qualifications submitted in response to this RFQ. To be deemed eligible for evaluation, firms must meet the following minimum qualifications:

Minimum Qualifications Required (evaluated on a pass/fail basis by the selection committee)

- The firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
- Firm must have sufficient bonding capacity for anticipated total cost of work. Provide a letter or other supporting documentation from a bonding company indicating the firm's capacity to bond the project.
- Firm must have a current Contractor's Public Liability Insurance policy, and must be insurable in the following amounts: Bodily injury, including death- limits of \$1,000,000 for each accident. Property damage- limits of \$1,000,000 for each accident and \$2,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual contract.) Provide your current insurance certificate.
- Firms must have all necessary, valid and current licenses to do business in the State of Georgia. Provide a copy of your GC license, business license and Georgia Certificate of Existence.

- Firm must demonstrate sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher.
- The firm must demonstrate a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rate (EMR) over the past three years of 1.2 or less.
- The firm or its principals have not been terminated for cause or currently in default on any construction contract.

The firms must provide a sworn statement attesting to compliance with the minimum criteria listed above and provide supporting documentation as requested further in the process in accordance with deliverable (A) A-1 below in this RFQ.

The Selection Committee will then evaluate the submittals which have met the above minimum qualifications. Criteria for the evaluation are listed below:

Criteria for Evaluation of Statements of Qualifications

- Factor. Proximity of the firm to Fort Valley, Georgia.
- Factor. Stability of the firm, including the firm's corporate history, resources, form of ownership, litigation history, financial, etc.
- Factor. Firm's relevant project experience and qualifications, including the demonstrated ability of firm in effective management of construction of facilities comparable in complexity, size, and function, for previous owners.
- Factor. Firm's suitability to provide services for project, including the firm's apparent fit to the project type, delivery method, any unique qualifications for the project, current and projected workloads, firm's plan for competitively selecting subcontractors. Additional factors for a firm's suitability will include the construction manager's office location/proximity to the project, and current/recent firm's workload.
- I. The Selection Committee will determine and assign a percentage value in writing to each factor listed above prior to evaluating all bids and proposals submitted.
- II. Notwithstanding any other provision in this Request for Qualifications, pursuant to Georgia House Bill 899 and OCGA Section 13-10-4, the following will apply:

In awarding contracts based upon sealed competitive bids or sealed competitive proposals, no bidder shall be disqualified from a bid or proposal or denied prequalification based upon:

- (1) A lack of previous experience with a job of the size for which the bid or proposal is being sought if:
 - (a) The bid or proposal is not more than 30 percent greater in scope or cost from the bidder's previous experience in jobs;
 - (b) The bidder has experience in performing the work for which bids or proposals are sought; and
 - (c) The bidder is capable of being bonded by a surety which meets the qualifications of the bid documents for a bid bond, a performance bond, and a payment bond as required for the scope of the work for which the bid or proposal is being sought; or
- (2) A lack of previous experience with the construction delivery method to be used for the job for which the bid or proposal is being sought.

Step II- CM/CG Selection, will be initiated by invitation to finalists to submit Project and Fee Proposals as instructed in the Owner’s RFP. Short listed firms will be issued a notice to finalists and invited to do a presentation/interview. The successful CM/GC will be determined based on the proposals received and the interview.

4. SCHEDULE OF EVENTS (STEP I)

The following Schedule of Events represents the Owner’s best estimate of the schedule that will be followed. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

STEP I (RFQ) Estimated Timeline		
a. Owner issues public advertisement of RFQ	7/7/21	-----
b. Deadline for written questions/requests for clarification (see section 6).	8/2/21	4:00pm
c. Deadline for submission of Statements of Qualifications	8/9/21	2:00pm
d. Owner completes evaluation, post results, and issues notification to finalist firms	8/9/21 - 8/12/21	-----

5. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ and RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Questions about any aspect of the RFQ, or the project, shall be submitted in writing by email to:

Scott Fry, AIA, NCARB, LEED AP
 Fry Design Group
 15 Stornoway Court
 Macon, GA 31210
 e-mail: scottfry@frydesigngroup.com
 phone: **phone calls will not receive a response**

The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (*Schedule of Events- Section 4*). **All relevant questions and requests for clarification received by the Selection Committee and the corresponding responses will be emailed to all proposers.** From the issue date of this solicitation until a successful proposer is selected and the selection is announced, respondents are not allowed to communicate for any reason with any members or employees of the PC BOC except for submission of questions as instructed in the RFQ, or during the proposer’s conference (if applicable), or as provided by any existing work agreement(s). For violation of his provision, the Owner shall reserve the right to reject the proposal of the offending proposer.

6. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Each submittal shall be identical and include a transmittal letter. Submittals must be typed on standard (8-1/2" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to twenty five (25) double-sided pages or less using a minimum of an 11-point font. Any exhibits, affidavits or other enclosure information called for may be included in an appendix and will **not** count toward the limit. Each Statement of Qualifications shall be prepared simply and economically, providing straightforward, concise delineation of respondent's capabilities. Emphasis must be on completeness, relevance, and clarity to content. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. The content of all Statement of Qualifications must be categorized and numbered as outlined below and be responsive to all requested information:

**STATEMENT OF QUALIFICATIONS
(DELIVERABLES "A", "B", "C" and "D" FOR ALL FIRMS)**

A. Proximity

- A1- Provide the address of firm and distance from Fort Valley (Radially from Peach County Board of Commissioner's Office). Local support for this county project is important to the PC BOC and will be a factor in the Selection committee's decision. If applicable, please describe how your company has employed local workers in recent projects.

B. Stability

- B1- Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, e-mail address, and company website (if available). Provide form of ownership, including state of residency or incorporation, and number of years in business.
- B2- Briefly describe the history of your firm(s). Provide general information about the firm's establishment, personnel resources, location.
- B3- Please disclose whether or not the firm has been involved in any litigation with an Owner or Architect during the past five (5) years. List any active or pending litigation and provide a thorough explanation of its scope. List any claims against your firm or against Owners where your firm is named.
- B4- List the firm's annual average gross revenue for each of the past 5 years. Supply main financial and banking references.
- B5- Please provide information as to whether or not your firm has ever been removed from a contract for cause OR failed to complete a contract as awarded?
- B6- The firm, in order to be deemed eligible for further evaluation, will issue the following statement asserting that the firm meets the minimum qualifications required for this project (supporting information is requested and can be included as an Appendix in the Statement of Qualifications). The SIGNED statement shall read as follows:
- a. We certify our firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
 - b. *We certify that our firm has sufficient bonding capacity for anticipated total cost of work.* Provide a letter or other supporting documentation from a bonding company indicating the firm's capacity to bond the project.

- c. We certify our firm has a current Contractor's Public Liability Insurance policy, and our firm is insurable in the following amounts: Bodily injury, including death- limits of \$1,000,000 for each accident. Property damage- limits of \$1,000,000 for each accident and \$2,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual contract.) Provide your current insurance certificate.
- d. We certify our firm has all necessary, valid and current licenses to do business in the State of Georgia. Provide a copy of your GC license, business license and Georgia Certificate of Existence.
- e. Firm must demonstrate sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher.
- f. The firm must demonstrate a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rate (EMR) over the past three years of 1.2 or less. Firm must provide a letter or other supporting documentation.
- g. We certify the firm or its principals have not been terminated for cause or are currently in default on any public works contract.

B7- Complete the Certification Form (Exhibit "A") and provide a scanned notarized copy with response as Section "A7" with the firm's Statement of Qualifications.

B8- Complete and submit the Contractor Affidavit (Exhibit "B") with response as Section "A8" with the firm's Statement of Qualifications in compliance with the Georgia Security and Immigration Compliance Act.

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT(S)

"Contractor" in the following Affidavits shall mean "General Contractor"/ "Contractor" for the purpose of compliance with O.C.G.A. § 13-10-91, (b).

For the purpose of completing the attached Affidavits, please insert the following:

- "Name of Public Employer" shall mean "Peach County Board of Commissioners, Owner
- "Name of Project" shall mean "**Project No. PC-21.01, Peach County Animal Control Facility**

B9- Complete and submit the "Disclosure Statement" (Exhibit "C") with response as Section "A9" of the firm's Statement of Qualifications.

C. Experience and Qualifications

- C1- Provide information on the firm's experience on projects of similar, size, function, and complexity. Describe 3-5 projects which demonstrate the firm's capabilities to perform the project. For each project, provide the following information:
 - a. Project name, location and dates during which services were performed.
 - b. Brief description of project and physical description (delivery method, cost, square footage, etc.).
 - c. Services performed by your firm.
 - d. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
 - e. Owner/User/Architect contact information.

- f. Identify proposed project team members and their experience on the above listed projects and the nature of their involvement.

D. Statement of Suitability

- D1- Provide any information that may serve to differentiate your firm from other firms regarding suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.

7. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

All responses must be sealed in an opaque envelope or box, and reference to the **Project No. PC-21.01, Peach County Animal Control Facility** on envelopes or boxes and addressed to the addresses below. Statements of Qualifications must be physically received by the Owner prior to the deadline indicated in the Schedule of Events (Section 4 of RFQ) at the exact addresses below:

Proposers should deliver three (3) hard copies and one (1) electronic copy (.pdf format on a "thumb Drive") of their Qualifications submittal to the PC BOC to:

**Mr. Martin Mosley
Peach County Board of Commissioners
213 Persons Street
Fort Valley, GA 31030**

One electronic copy (.pdf format) of the Qualifications submittal emailed to:

Scott Fry, AIA, NCARB, LEED AP
e-mail: scottfry@frydesigngroup.com

It is the sole responsibility of the Proposers to assure delivery to the noted locations by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No Qualifications submittals will be accepted after the time stipulated above. Qualifications submittals will not be accepted via facsimile or e-mail.

It is the responsibility of the Proposers to examine the entire Request, seek clarification in writing, and review their qualifications for accuracy before submitting a response. Once the deadline has passed, all submittals will be final.

Proposers are further reminded to include a completed CONTRACTOR AFFIDAVIT AND CERTIFICATE OF COMPLIANCE UNDER O.C.G.A. §13-10-91 (b)(1) with the Statement of Qualifications. FAILURE TO PROVIDE THIS AFFIDAVIT WILL RESULT IN REJECTION OF PROPOSAL.

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential" or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

8. FINALIST NOTIFICATION

Once the Selection Committee has completed the evaluation of the Statements of Qualifications, a list of the finalist firms will be notified via phone and or e-mail.

Step II- CM/GC Selection, will be initiated by invitation to finalists to submit Project Team Proposals and Fee Proposals as instructed in the Owner's Request for Proposals (RFP). Finalists will be those firms determined by the Selection Committee to be especially qualified to perform as the Constructional Professional for this Project in accordance with the qualification criteria herein. The Owner will issue a notice to finalists to participate in an oral presentation/interview. The successful CM/GC will be determined from the interviews and proposals received.



STEP II
REQUEST FOR PROPOSALS
(From Qualified Finalists)
Construction Management At-Risk (CM/GC) Services
Project No. PC-21.01
“Peach County Animal Control”
Peach County Board of Commissioners
Fort Valley, Georgia

Note: The information in this Section, Step II (Request for Proposals) is provided for firms who have been issued notification as having been deemed eligible and are shortlisted for the project.

To firms who have been issued notification as having been deemed eligible, the Peach County Board of Commissioners (PC BOC), issues this Request for Proposals (RFP), for those firms to offer proposals for construction management at-risk services for the specific project.

1. CONTRACT INFORMATION

The contract for Construction Management-at-Risk services will be based on the AIA A133 -2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price.

The contract format will be an Actual Cost plus a Fixed Fee not to exceed the Guaranteed Maximum Price (GMP) Agreement. The Project will be Open-Book. During Pre-Construction, the CM/GC will be responsible for pricing, value engineering, and maintainability and constructability issues. Construction will commence with the release of distinct work packages based on the design documents. The CM/GC shall select all construction subcontracts by competitive selection using cost and other factors. All savings, including unused contingency, will be returned to the Owner.

2. BUILDING PROGRAM

See General Project Information in RFQ (Step I), Section 1.

3. SCHEDULE OF EVENTS (STEP II)

The following Schedule of Events represents the Owner’s best estimate of the schedule that will be followed. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

STEP II (RFP) Estimated Timeline		
a. Owner issues notice to finalist firms to propose as instructed in RFP	8/13/21	-----
b. Owner conducts Mandatory Pre-Proposal Site Visit for finalists	8/20/21	TBD
c. Deadline for finalist submission of written questions and requests for clarification	9/3/21	4:00pm
d. Deadline for submission of Construction Management Proposals	9/15/21	2:00pm
e. Owner interviews finalist firms and Fee Proposals are due	9/17/21	TBA

4. PRE-PROPOSAL SITE VISIT

A pre-proposal site visit will be conducted by the Owner, and attendance of finalist firms is mandatory. The site visitors will convene at an exact date, time and location to be determined and communicated in the Notice to Finalists by the Owner. At the pre-proposal site visit, all finalist firms may be given any relevant available information that has previously been developed, such as preliminary design drawings, etc. ***The Owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the site visit by the scheduled time. Failure to attend a mandatory site visit will automatically result in disqualification from the selection process.***

5. SELECTION PROCESS

Step II-CM/GC Selection will be initiated by the invitation to the qualified finalists by the Selection Committee (determined in Step I from evaluation of Statements of Qualifications) to submit Project Proposals and Fee Proposals as instructed in this RFP. Finalist interviews will also be conducted by the Owner. The successful CM/GC will be determined from the evaluation of proposals received and interviews. The selection committee will establish a weighed criterion based on the following topics prior to performing the selection.

Criteria for Evaluations of Project Proposals:

Factor: Previous Performance of the firm including level of quality of the services of the firm to previous customers, customer's statements of that quality, 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. The Owner will use references of the Owner's choosing from previous projects of the finalists, among other information as necessary. This information will be collected by the Selection Committee from project references provided in the (Step I) RFQ submittal.

Factor: Relevant Experience and Qualifications of the Proposed Project Team. Experience of the property manager and superintendent on completed projects of similar size, type and complexity; assigned team's experience with effective budget and schedule control; availability of the proposed team for this project.

Factor: Quality of Proposed Management Plan: The firm's cost and schedule management plans; 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; The firm's safety plan and site logistics plan for proposed project.

Criteria for the Evaluation of Finalist Interviews

Factor: Methodology Presented during: Interview The firm's presentation of the proposed management Plan and the committee's overall Impression of the firm and the overall impression of key team members (project manager, superintendent, etc.).

Factor: Team Communication/Project Solutions: The effectiveness in communication of the team members during the interview process, and the firm's ability to effectively answer project questions and provide solutions during the interview.

The selection committee will determine and assign a percentage value in writing to each factor listed above prior to evaluating all proposals submitted.

Notwithstanding any other provision in this Request for Proposals, pursuant to Georgia House Bill 899 and OCGA Section 36-91-23 the following will apply:

In awarding contracts based on sealed competitive bids or sealed competitive proposals, no responsible bidder shall be disqualified from a bid or proposal or denied prequalification based upon:

- (1) Lack of previous experience with a job of the size for which the bid or proposal is being sought if:
 - a) The bid or proposal is not more than 30 percent greater in scope or cost from the responsible bidder's previous experience in jobs;
 - b) The responsible bidder has experience in performing the work for which bids or Proposals are sought; and
 - c) The responsible bidder is capable of being bonded by a surety which meets the qualifications of the bid documents for bid bond, a performance bond, and a payment bond as required for the scope of the work for which the bid proposals being sought; or
- (2) A lack of previous experience with the construction delivery method to be used for the job for which the bid or proposal is being sought.

Final Evaluation

Upon completion of the evaluation of Project Proposals and interviews by the Selection Committee, proposers will be ranked in descending order of recommendation. Only the **Fee Proposal** of the offeror with the highest-scoring Project Proposal will be opened

and reviewed by the Selection Committee. In the event a satisfactory fixed fee cannot be reached with the highest-scoring firm, the Owner will formally terminate the negotiations in writing and open and review only the Fee Proposal of the second highest-scoring ranking firm, and so on until a mutually agreed upon fixed fee is established. Once the successful CM/GC and the agreed upon fixed fee have been determined, a CM/GC services contract will be awarded by the Board of Education (PC BOC). The actual Form of Contract will be developed by the Owner. Un-opened Fee Proposals will be returned to respective proposers after award.

6. INSTRUCTIONS FOR PREPARING PROJECT PROPOSALS

All copies of the proposal must be submitted in a sealed, opaque envelope or box, and reference to the **Project No. PC-21.01, Peach County Animal Control Facility and the words "SEALED PROPOSAL"**, must be indicated on the outside of all of the envelopes or boxes.

Each submittal shall be identical and include a transmittal letter. Submittals must be typed on standard (8½" x 11") paper. The pages of the Project Proposal must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to twenty five (25) double-sided pages or less using a minimum of an 11-point font. Any, exhibits, affidavits, or other enclosure information called for may be included in an appendix and will not count toward the page limit. Submittals that include proposals of more than one firm shall not exceed the page limit. Such submittals shall be prepared with careful consideration to the limit. Each Project Proposal shall be prepared simply and economically, providing straightforward, concise delineation of respondent's services. Fancy bindings, colored displays, and promotional materials are not desired or encouraged. Emphasis must be on completeness, relevance, and clarity of content.

To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. The content of all Project Proposals must be categorized and numbered as outlined in the following "PROJECT PROPOSAL DELIVERABLES", and must address in a responsible and responsive manner all requested information:

PROJECT PROPOSAL (DELIVERABLES "D", and "E" FOR FINALIST FIRMS ONLY)

D. Qualifications and Experience of Proposed Project Team

- D1- Describe your firm's proposed organization for the construction management team including, project manager, superintendent, etc., who will manage the project. Please designate the specific individuals to fill the following key roles on your team:
- a. Superintendent(s)
 - b. Project Manager
 - c. Other (please describe, if applicable)
- D2- Please provide, for each of the above personnel, current resumes listing relevant project experience and percentage of the person's time to be committed to this project. **List projects from D5 below each team member participated in personally and the nature of their involvement.**
- D3- Please 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. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual's competence, his/her leadership, and his/her ability to achieve *customer satisfaction* will be heavily considered in the selection of a construction management firm.

- D4- Provide an organizational chart showing the lines of responsibility and accountability for your team and proposed sub-consultants. If a joint-venture, identify responsibility relationships, where there may be past experience at such relationships, and levels of experience.
- D5- Provide examples of your recent experience as CM or GC in constructing facilities similar to this project, including the following information:
- a. Provide photographs of similar projects your firm/team completed in the past five (5) years.
 - b. Provide a written reference from the Architect/Owner/User (with current contact information) familiar with your performance on each of the above projects. Provide a Program Manager reference (if applicable).
 - c. List the individuals who served as the Project Manager and Superintendent on the projects. Please note whether these individuals are still employed with your firm.
 - d. Provide information about the two most recent similar projects your firm has completed. For each project, provide the name of an Owner's representative (with a current phone number) who is most familiar with your performance on the project.

E. Management Plan

- E1- With regard to your firm's expected role in the project, please provide:
- a statement of your definition of the role,
 - your anticipated level of management responsibility and accountability for project concerns.
- E1.1 Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the PC BOC & Architect.
- E1.2 Provide detailed procedures for routine solving of complex project issues without compromising your team commitments.
- E1.3 Provide your proposed methods and plans of CM communication.
- E2- Describe your firm's approach to providing pre-construction services on this project.
- E3- Provide your detailed cost management plan for controlling costs on this project within the GMP during construction. Describe your systems and procedures for controlling costs during construction.
- E4- Provide your detailed change order management plan for managing cost and schedule exposures within the stated limitations.
- E5- Provide your procurement and workforce plan including details on your plan to assure local and minority contractor opportunity. Describe how your firm intends to arrange the construction into bid packages in order to maintain PC BOC's schedule and budget objectives.

7. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submittal deadline has passed, all submissions will be final. The Owner will not request clarification from individual respondents relative to their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFP, or the project, shall be submitted in writing by email to:

Scott Fry, AIA, NCARB, LEED AP
Fry Design Group
15 Stornoway Court
Macon, GA 31210
e-mail: scottfry@frydesigngroup.com
phone: **phone calls will not receive a response**

The deadline for submission of questions relating to the RFP is the time and date shown in the *Schedule of Events (Section 3)*. Any proposer exceptions to the RFP requirements or requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary.

8. SUBMITTAL OF TEAM PROPOSALS AND FEE PROPOSALS

Team Proposals

Construction Management Team Proposal responses are limited to twenty (20) double-sided pages or less using a minimum of an 11-point font. Any exhibits or other enclosure information requested may be included in an appendix and will not count towards the page limit.

The Team Proposals must be sealed in an opaque envelope or box, and clearly reference the **Project No. PC-21.01, Peach County Animal Control Facility** and the words "CONSTRUCTION MANAGEMENT TEAM PROPOSAL" must be clearly indicated on the outside of all of the envelopes or boxes. The Construction Management Team Proposals must be physically received by the PC BOC Office by the due date indicated in the Schedule:

Proposers should deliver three (3) hard copies and (1) electronic copy (.pdf format on a "thumb drive") of the Team Proposal submittal to the PC BOC to:

Mr. Martin Mosley
Peach County Board of Commissioners
213 Persons Street
Fort Valley, GA 31030

One electronic copy (.pdf format) of the Qualifications submittal emailed to:

Scott Fry, AIA, NCARB, LEED AP
e-mail: scottfry@frydesigngroup.com

Fee Proposals

Fee Proposals must be submitted at the conclusion of the interview session in a sealed envelope. **Firms must use "CM Fee Proposal" forms (Exhibit C, Exhibit D & Exhibit E) for their fee proposal. Cost matrix form (Exhibit F) also attached as a guide in preparing your cost proposal.** No sealed fee proposal will be opened until one firm has been judged to be the top ranked firm. Subsequently, only the fee proposal from that top ranked firm will be opened. Please understand that this proposal constitutes a starting point for negotiation toward an eventual agreement on fees.

9. PRESENTATION / INTERVIEW INFORMATION

Interview Format

Firms selected to make presentations shall be notified by the Invitation to Interview letter issued by the Selection Committee. The Invitation to Interview letter shall designate a place and time for the interview session. The Invitation letter will specify the manner in which the presentations will be conducted.

- The interview will last a total of 30 minutes (20 minutes for the presentation, 10 minutes reserved for questions and answers). Set up and knock down activities will occur 5 minutes prior to and 5 minutes after your interview time. The Selection Committee will consist of representatives of the PC BOC & Design Professional.
- Electronic presentations, such as PowerPoint presentations are also allowed.
- PC BOC will typically have a screen and projector available in the interview room, and possibly a laptop computer. Nevertheless, presenters must be prepared with their own projector, flash drive and laptop computer in case unforeseen technical difficulties are encountered.
- The presentation may involve flip charts or boards along with the oral presentation.
- All members of the Selection Committee will be present during all of the presentations and interviews.
- Firms are not allowed to address any questions, prior to the interview, to anyone other than the designated contact.

Interview Requirements

The primary intent of the formal interview process is to provide the Selection Committee with in-depth and clarifying information about the firm. Information provided should assist the Selection Committee in making an informed decision as to the proposer best suited for the work.

Firms should focus their presentations on:

- Describing their detailed plan for managing the construction, cost, schedule, and quality on the project; and
- Unique characteristics or services the firm offers
- Firm's concept or plans for the division of the project into separate packages for award (if CM/GC recommends).

Firms are discouraged from reviewing general company history and past experience as submitted in Statements of Qualifications or Project Proposals unless this information is particularly relevant to the presentation. All key personnel should be present at the interview to discuss how the team will successfully complete the project.

Final Selection

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the best-qualified firm to finalize the terms and conditions of the contract. In the event a satisfactory fee agreement cannot be reached with the highest ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm and so on until a mutual agreement is established and the Owner awards a contract.

Form of Contract

The agreement between the Owner and the CM/GC will be the Owner's form of contract for Construction Management (CM/GC). The General Requirements of the CM/GC contract are not open for negotiation. The contract price will be accomplished through a Guaranteed Maximum Price (GMP) Change Order. Component Change Orders will be incorporated into the contract as individual Construction Packages are priced and agreed to by the Owner. The Project will be Open Book.

10. ADDITIONAL TERMS AND CONDITIONS

Deadlines

The deadline for submission of questions relative to the RFP is the time and date shown in the Schedule of Events (Section 3). All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled and answered in writing, and issued directly to all proposers via E-mail. Any proposer exceptions to the RFP requirements or requests for deadline extensions must also be communicated to the Owner by the deadline to be properly considered. Any requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary.

Restriction of Communication

From the issue date of this (RFP/RFQ) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee or PC BOC, except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

Reciprocal Preference Law

Effective July 1, 2010, PC BOC will comply with all requirements of O.C.G.A. 13-10-3

- a. Pursuant to O.C.G.A. 13-10-3, for the purpose of determining residency, a Georgia resident business shall include:

- (1) Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal
 - (2) (or) a new business that is domiciled in Georgia which regularly maintains a place from which business is physically conducted in Georgia (provided) that a place of business shall not include a post office box, site trailer or temporary structure.
- b. Whenever the state contracts for public works construction, materials & means, contractors, builders, architects, engineers and laborers resident in the State of Georgia are to be granted the same preference over material & means, contractors, builders, architects, engineers and laborers resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other states.

Immigration Reform Compliance Requirement

The successful Proposer will be required to certify compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et. seq. by meeting or having complied with one of the (2) following provisions and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01:

- 1) The Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 and the Georgia Security and Immigration Compliance Act by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees;
- 2) The successful proposer shall comply with the stipulations cited in Security and Immigration Compliance Act OCGA 13-10-91. with respect to the proper federal authorizations regarding the right to work for subcontractors and contractors.

Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Qualifications (RFQ), and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the RFQ with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein.