

THE
JONES COUNTY BOARD OF EDUCATION
REQUEST
FOR
COMPETITIVE SEALED PROPOSALS

FOR CONSTRUCTION OF:

JONES COUNTY HIGH SCHOOL RENOVATIONS

JONES COUNTY SCHOOL DISTRICT

125 Stewart Ave.

GRAY, GEORGIA

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JONES COUNTY SCHOOL DISTRICT**REQUEST****FOR****COMPETITIVE SEALED PROPOSALS****A. INVITATION TO PROPOSE**

The **Jones County Board of Education** is requesting proposals from interested and qualified Construction Firms for the construction of the **Jones County High School Renovations, Gray, Georgia**. **The proposed budget is \$2.5 Million.**

Construction work shall be coordinated with Jones County School District as directed by the school system's owner's representative following the competitive process. **Most of the work is desired to be completed during the school's summer break of 2024. Full completion of the project shall be no later than December 31, 2024.**

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

1. Gym building HVAC replacement.
2. Gym building ceiling and lighting replacement.
3. Gym building painting.
4. Gym bleacher replacement.
5. Gym basketball goal and backboard replacement.
6. Gym Divider curtain addition (**bid alternate**).
7. Gym Locker room and corridor flooring replacement (**bid alternates**).
8. Gym Interior door replacement (**bid alternate**).
9. Auditorium theatrical light replacement.

PDFs of the project drawings and specifications are available at no cost via Dropbox if requested by email to: BidQuestions@rlrpc.com. Only complete sets will be provided for download.

Jones County School District (hereinafter referred to as School District) plans to select the most qualified Construction Firm to enter a contract for the construction of the above-referenced project.

The procedures for public works construction contracts as established by the Georgia Local Government Public Works Construction Law, O.C.G.A., 36-91-1 shall be followed. Final selection will be made in accordance with the policies and administrative directives of the School District and any other statutory provisions.

The contractor shall comply with and shall require all subcontractors to comply with all provisions of the "Georgia Security and Immigration Compliance Act", O.C.G.A. 13-10-91. The

contractor shall complete the attached “Contractor Affidavit and Agreement” and submit it with their proposal and, if applicable, shall require all subcontractors to complete the attached “Subcontractor Affidavit and Agreement”. Subcontractor agreements may be submitted after contractor selection but must be submitted before the contract.

Schedule of Events

The schedule of events set out herein represents JCSS’s best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the eRFP will be publicly posted prior to the closing date of this eRFP. After the close of the eRFP, JCSS reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, award, and the contract term on an as-needed basis with or without notice.

Description	Date	Time
Release of eRFP	02/09/2024	NA
Bidders/Offerors’ Conference Location: 125 Stewart Ave. Gray, GA 31032 The meeting is MANDATORY and in-person.	02/27/2024	11:00 a.m. ET
Deadline for written questions sent via email to the Issuing Officer referenced in Section 1.5.	02/16/2024	4:00 p.m. ET
Responses to Written Questions	02/20/2024	4:00 p.m. ET
Proposals Due/Close Date and Time	03/08/2024	2:00 p.m. ET
Proposal Evaluation Completed (on or about)	03/15/2024	N/A
Notice of Intent to Award* [NOIA] (on or about)	03/18/2024	N/A
Notice of Award [NOA] (on or about)	10 calendar days after NOIA	N/A

Instructions to Vendors

By submitting a response to the eRFP, the supplier is acknowledging that the supplier:

1. Has read the information and instructions,
2. Agrees to comply with the information and instructions contained herein.

All responses must be received by the Jones County Board of Education on or before **2:00 p.m. Eastern Standard Time on March 8, 2024, and the information must be submitted through Vendor Registry. No late responses will be accepted.**

General Information and Instructions

Vendor Registry System

JCSS utilizes a web-based registration system for all quotes, bids, and proposals. all companies and/or individuals interested in conducting business with JCSS can register in the System’s web-based registration system, through Vendor Registry.

Vendor Registry-Registration is free and enables the supplier to gain access to several local

governments and local school systems. All registering companies must agree to the terms and conditions established by Vendor Registry. There are optional and premium services should you choose to purchase them. You can register at <https://vrapp.vendorregistry.com/Vendor/Register/Index/jones-county-school-system-ga-vendor-registration>. The electronic submissions must be submitted through Vendor Registry

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

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

Mr. Raymond Braziel
Support Services Director
Jones County School System
125 Stewart Ave.
Gray, Georgia 31032
478-986-3032

All questions must be submitted through Vendor Registry

Please direct all questions regarding the bid documents (Drawings and Specs) to:

Robertson Loia Roof
Architects and Engineers
3460 Preston Ridge Rd. Suite 275
Alpharetta, GA 30076
BidQuestions@RLRPC.com

All questions will be answered via Addendum. No questions will be answered over the phone.

Attending Bidders/Vendor's Conference

The **Mandatory Pre-Bid** meeting will be held in the Jones County High School Gym located at 339 Railroad Street, Gray, GA 31032 on **February 27, 2024, @ 11:00 AM.**

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

B. GENERAL INFORMATION

1. Proposal Format:

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

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

2. Responsibility

The selected firm will be required to assume total responsibility for all services offered in his/her

proposal. The selected firm will be considered the prime contractor and the sole point of contact with regard to all contractual matters.

3. Required Bonds and Insurance

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

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

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

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

1. Workers Compensation:
 - a. Coverage A: State Statutory
 - b. Coverage B: Employers Liability:
 - \$500,000.00 Each Accident
 - \$500,000.00 Disease Policy Limit
 - \$500,000.00 Disease Each Employee
2. Comprehensive General Liability (including Premises-Operations; Independent Contractors Protective; Products and Completed Operations; Broad Form Property Damage; X-C/U Explosion, Collapse and Underground Coverage):
 - a. General Aggregate: \$2,000,000.00
 - b. Products/Completed & Operations Aggregate: \$2,000,000.00
 - c. Each Occurrence: \$1,000,000.00
 - d. Personal & Advertising Injury: \$1,000,000.00
 - e. Fire Damage - Any One Fire: \$100,000.00
3. Comprehensive Automobile Liability:
 - Combined Single Limits: \$1,000,000.00
4. Umbrella Excess Liability:
 - a. General Aggregate: \$1,000,000.00
 - b. Products/Completed & Operations Aggregate: \$1,000,000.00
 - c. Each Occurrence: \$1,000,000.00
 - d. Personal & Advertising Injury: \$1,000,000.00
 - e. Completed Value/Builders Risk including interests of the Owner, Contractor, Subcontractors, and Sub-subcontractors and covering the entire project including materials stored off-site and materials in transit.

4. Taxes, Fees, Code Compliance and Licensing:

The firm shall be responsible for the payment of any required taxes or fees associated with the contract. The firm shall also be responsible for compliance with all applicable codes and statutes. All installation and construction work shall be done by sub-contractors licensed in the State of Georgia.

5. Payment:

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

6. References and Proprietary Information:

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

7. Inquiries:

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

C. SELECTION PROCESS

Phase I - Proposal Evaluation

Interested firms responding to this Request for Competitive Sealed Proposals must provide the information required to meet the criteria contained in "Response Format and Contents". The evaluation committee will evaluate submittals and choose the most highly qualified firm, and may invite them to participate in Phase II of the selection process. The following criteria will be considered in choosing the most highly qualified contractor:

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

Phase II – Optional Interviews

The firm or firms chosen as a result of the Phase I evaluation process may, at the sole discretion of the evaluation committee, be asked to participate in oral interviews. Following these

interviews, the evaluation committee will recommend a firm to the Board of Education for review and approval.

Negotiation and Signing of Contract

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

D. RESPONSE FORMAT AND CONTENTS

Responses must be submitted in the format outlined in this section. Each response will be reviewed to determine if it is complete prior to actual evaluation and opening of proposal. Failure to provide accurate, up-to-date responses to any and all portions of the RFP may result in disqualification without prejudice. The school system reserves the right to eliminate from further consideration any responses that are deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the school system is that all responses follow the same format in order to evaluate each response fairly. The school system may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided.

Proposals will be evaluated in light of the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred.

Each respondent shall provide the school system with six (6) copies of his/her proposal. Begin each section and subsection as described herein on a separate page. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly across the bottom of each page.

1. Cover Letter

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

2. Overview:

Complete the attached 1a.

3. Financial Information:

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

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

- A. Relevant Experience (*Label in Proposal as Attachment 2a*):
Provide a one-page summary of your relevant experience with this building type that distinguishes your firm from other contractors.
- B. Relevant K-12 Projects (*Label in Proposal as Attachment 3a*):
List all similar projects completed under the firm name in the last five (5) years. Begin list with any projects completed for Jones County School District. Include at a minimum the Project Name, Facility Type, Building Size, Scope of Work Performed, Project Cost, and any relevant change orders.
- C. Current Workload (*Label in Proposal as Attachment 4a*):
Provide a one-page description of your current on-going workload with tentative start and completion dates.
- D. Schedule Control (*Label in Proposal as Attachment 5a*):
Provide a one-page description of your approach to schedule control and specific methods/techniques that you intend to utilize in this project. Include a detailed project schedule and CPM timeline showing the necessary activities and schedule for implementation of this project.
- E. Quality Assurance/Control (*Label in Proposal as Attachment 6a*):
Provide a one-page description of any formal program that your firm utilizes to ensure quality.
- F. Project Management (*Label in Proposal as Attachment 7a*):
Each respondent shall list the members of their team and call tree. A one-page resume including education, experience and any other pertinent information shall be included for each team member assigned to this project.

- G. Project Staffing (*Label in Proposal as Attachment 8a*):
Each respondent shall attach a one-page project staffing plan. The plan shall include:
1) Initial staffing showing the percentage of time each staff member is to be assigned to the project team
2) Project organization chart showing a graphic representation of the participants listed as members of the project team and their responsibilities in the program.
- H. Cost Form:
Provide a completed cost form (**attachment 9a**) which includes Base Cost, 5% owner contingency, Allowances, Alternates, Unit Prices, 5% Bid Bonds, Contractor Affidavit, and list of Major Subcontractors to be used on this project.
Complete attachment 9a.
- 5% owner contingency to be used at the sole discretion of the owner. Any unused owner contingency or allowance remaining at the end of the project is to be credited back to the owner.*

E. Evaluation Guideline for Competitive Sealed Proposals

PURPOSE:

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

F. EVALUATION CRITERIA:

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

1. Firm History and Capability: 10 points

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

Questions which could be asked:

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

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

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

2. Financial Stability: 10 points

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

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

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

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

This category should measure both qualitatively and quantitatively the relevant projects previously awarded to the proposer.

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

Information to be provided in this section:

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

Were the projects completed on time and within budget?

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

Were change orders handled satisfactorily?

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

4. Local Participation: 10 points

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

Questions which could be asked:

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

How far away are the major subcontractors from the site?

5. Project Personnel Qualifications: 10 points

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

Questions which could be asked:

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

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

6. Project Schedule: 15 points

In school construction, project scheduling is of paramount importance.

The majority of the work is desired to be completed during the school's summer break of 2024. Full completion of the project shall be no later than December 31, 2024.

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

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

Questions which could be asked:

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

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

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

7. Cost: 25 points

Attachment 1a

OVERVIEW

Company Name:

Address:

City/State/Zip:

Telephone:

Fax:

Contact Person:

Branch Office for the Project if Applicable:

Address:

City/State/Zip:

Telephone:

Fax:

Company Officers:

Number of years doing business under this name?

Number of permanent employees?

Have you ever defaulted on a contract?

If so, explain.

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

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

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

Attachment 9a

COST FORM

**SUBMITTED TO: Raymond Braziel
Executive Director of Support Services
Jones County Schools via Vendor Registry**

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

JONES COUNTY HIGH SCHOOL GYM HVAC REPLACEMENT

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

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

C. In submitting this bid I agree:

- 1. To hold by bid open until **thirty (30)** days after bid opening.
- 2. To accept the provisions of the Instructions to Bidders.
- 3. To execute a Contract, if awarded, on the basis of this bid and to furnish Performance and Payment Bonds.
- 4. To accomplish the work in accordance with the Contract Documents.
- 5. To include a 5% owner contingency in the below listed base bid sum. (5% owner contingency amount included below \$_____)
- 6. To construct the Jones County High School Gym HVAC Replacement for the individual project base bid sum of

_____dollars (\$_____) and to

complete all work in _____consecutive calendar days.

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

- 1. Alternate # 1: Flooring replacement – Lower Level:
Add (\$_____)
- 2. Alternate # 2: Flooring replacement – Upper Level:
Add (\$_____)
- 3. Alternate # 3: Door replacement:
Add (\$_____)
- 4. Alternate # 4: Upper bleacher replacement:
Add (\$_____)

5. Alternate # 5: Gym divider curtain:

Add (\$ _____)

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

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

1. HVAC: _____

2. Electrical: _____

G. I have attached the required Bid Bond:

1. By: _____

2. Signed: _____

3. Title: _____

4. Date: _____

5. Company: _____

6. Address: _____

Attachment 10a

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Jones county School System has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC
My Commission Expires:



