

HALL COUNTY SCHOOL DISTRICT
REQUEST FOR PROPOSAL
FOR
CONSTRUCTION MANAGER / CONTRACTOR AT RISK

JOHNSON HIGH SCHOOL
ADDITIONS & RENOVATIONS

INTRODUCTION

The Hall County School District (HCSD) desires to retain the services of a professional Construction Manager/Contractor At Risk (CM/C) firm for the management, under a construction management/contractor at risk format, for Johnson High School in Hall County Georgia. The project is to be located at 3305 Poplar Springs Road, Gainesville, GA 30507.

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

The services to be performed by the CM/C will have as their objective the efficient, economical, and timely delivery of the project by managing the construction of the project within the time and cost limitations and within established quality requirements. The services will be performed during the pre-construction phase and construction phase including working with owner and architect in project planning, arrangement of bid packages, bidding and award of the trade contracts, and management of construction until occupancy is achieved.

PROJECT INFORMATION: JOHNSON HIGH SCHOOL ADDITIONS & RENOVATIONS

The project will be designed by Robertson Loia Roof, PC of Alpharetta, GA with an estimated budget of \$ 4,500,000 - \$5,000,000. Anticipated scope of work to include but not limited to a band room addition, field house addition, and miscellaneous renovations. The project may be awarded as multiple contracts.

- During pre-construction phase, CM/C will assist the Owner and Architect in establishing exact scope of work, based on the Owner's established budget for this portion of the work.

- At this time, all renovation work is anticipated to occur over the HCSD 2019 Summer Break; however, some work may be allowed to begin earlier if it can be accomplished without interfering with the student learning environment. The successful CM will be required to plan carefully in the period leading up to the Summer Break to accomplish the work within the timeframe allowed (materials and equipment ordering, submittals, shop drawings, etc.).
- Questions about the anticipated scope of work and schedule should be directed to Matt Cox at matt.cox@hallco.org. Contacting the Design Team is prohibited.
- Site visits to examine existing conditions are encouraged. Contact Pam Cravero (pam.cravero@hallco.org) to schedule. Proposers visiting HCSD properties are required to sign in at the main office of the school.

SCOPE AND STYLE OF SERVICES TO BE PERFORMED

In issuing the Request for Proposal, it is the intent of the HCSD that the successful CM/C will provide the required services for a fixed fee. It is further the intent of the HCSD that the successful CM/C will provide a Guaranteed Maximum Price (GMP) for the cost of the construction of the project to include a Guaranteed Delivery Date (GDD). HCSD also intends that the successful CM/C accept the following stipulations:

1. Provide Performance and Material and Labor Payment Bonds in the amount of 100% of the GMP.
2. Individual Trade Contracts will be between the CM/C and the Trade Contractors, subject to HCSD approval.
3. The CM/C will not perform any portion of the project with its own forces except as may be mutually agreed to by the owner and the CM/C.
4. The CM/C will be “at risk” in the proposed undertaking and will be responsible for completing the project within the GMP.
5. Should the final cost of the project be less than the GMP, all savings shall belong to HCSD.
6. An agreed percentage of pay applications will be held in retention.
7. The HCSD shall have the authority to suspend or terminate performance of the project.
8. Construction Manager will share with the HCSD the calculations and assumptions on which the CM/C’s proposed GMP is based and provided to HCSD any information requested by HCSD in a timely manner or according to a schedule developed by the parties.

LIST OF REPRESENTATIVE SERVICES TO BE PROVIDED BY THE CM/C

Project Planning

The CM/C is expected to work with the owner to plan the project to include:

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

Bidding and Awarding Phase

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

Construction Phase

1. Maintain on-site staff for construction management.
2. Establish and maintain coordinating procedures.
3. Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction, and occupancy.
4. Conduct and record job meetings.
5. Prepare and submit change order documentation for approval of the architect and HCSD.
6. Maintain a system for review and approval of shop drawings.
7. Maintain records and submit reports to architect and HCSD.
8. Maintain quality control and ensure conformity to contract documents.
9. Provide cost control through progress payment review and verification according to the approved schedule and contract amounts.
10. Coordination of post completion activities, including the assembly of guarantees, manuals, and the owner's final acceptance.

SELECTION OF CM/C

The evaluation of the proposal will be based upon consideration of the demonstrated qualifications and capabilities of the proposers, which will result in an award that is in the best interest of the HCSD.

Factors to be considered in the evaluation include:

1. The capability of the proposer to deliver the services in an efficient and timely manner;
2. Fees and intangibles which best demonstrate the proposer's ability to provide services in an efficient and timely manner at a fair rate for the HCSD;
3. Composition and qualifications of the persons designated to form the proposer's staff for the services required under the RFP;
4. Previous record of the proposer while performing construction services with a GMP and GDD; and,
5. Responses from at least three (3) references for whom the proposer has performed services;

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

This proposal is being conducted as a Competitive Sealed Proposal in accordance with Georgia Code Sections 36-91-20 and 36-91-21. Proposals will be received and evaluated accordingly.

RECEIPT AND CONTENT OF PROPOSALS

Proposals will be received until **12:00 pm on Tuesday November 6, 2018**. All proposals are to be submitted, in sealed packages marked "Response to CM/C RFP – JHS ADD RENO". Proposals must be sent by U.S. Mail, courier service such as Federal Express or United Parcel Service or hand delivered. No proposals will be accepted via fax transmission or email regardless of time of delivery. Five (5) copies of each proposal should be sent or delivered to:

CM/C RFP – JHS ADD RENO
Attention: Matt Cox
Hall County School District
3255 Montgomery Drive
Gainesville, GA 30504

Questions concerning the RFP should be emailed to Matt Cox, Director of Facilities and Construction, at matt.cox@hallco.org. Deadline for questions is 5:00 PM Tuesday, October 30, 2018. Questions will be received by email only; responses will be issued in writing via Addendum. **All emails must have “CM/C RFP – JHS” in the subject line.**

Proposals shall contain the following minimum information to be presented as set out in the format and sequence shown. Each response will be reviewed to determine if it is complete prior to actual evaluation. Failure to provide complete, up-to-date responses to any and all portions of the RFP may result in disqualification without prejudice. The owner reserves the right to eliminate from further consideration any responses that are deemed to be substantially or materially unresponsive to the information requested.

1. Firm History & Information

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

2. Related Experience

Provide a list of all projects completed in the past (5) years within 75 miles of Hall County and specifically identify the four (4) most recent completed construction projects on the list. Identify any projects that are comparable in size, scope and complexity to the project described herein, and that have been completed in a similar timeframe.

3. Project Approach and Fees

Provide a brief outline and description of your firm’s approach for a program of this nature, including a complete, detailed explanation of the fees and expenses for this project (including general conditions and reimbursable), as well as any other contingency for which the Construction Manager/Contractor expects to be compensated.

4. Bonding Information

- Provide the name, address, telephone number and contact for your surety and bonding agent.
- List your total bonding capacity and the total value of all projects currently under construction.

5. Financial Information

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

6. Claims History

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

7. Current Projects

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

8. Required Submittals

- Acknowledge receipt of any and all Addenda received during this proposal process via full execution of attached form "Acknowledgement of Addenda".
- All Proposers must comply with requirements of O.C.G.A. 13-10-90, including but not limited to providing an original fully executed affidavit as required by O.C.G.A. 13-10-90(b)(1). Copy of this affidavit accompanies this RFP.
- All Proposers must comply with O.C.G.A. 36-91-21, including but not limited to an original fully executed affidavit as required by O.C.G.A. 36-91-21(e). Copy of this affidavit accompanies this RFP.

SEQUENCE OF EVENTS:

A tentative schedule and sequence of events to be followed with respect to this RFP:

October 4, 2018	Advertisement begins
November 6, 2018	Receipt of Proposals by Hall County School District
November 8-9, 2018	All proposers please hold these dates open for interviews
November 9, 2018	Evaluation by Hall County Schools Committee Completed
November 12, 2018	Recommendation of selected firm to Hall County Board of Ed.
TBD	Bid Date(s) and assembly of final GMP(s).

INTERVIEW SCHEDULE WILL BE SET AFTER PROPOSALS ARE RECEIVED.

**Interview for Construction Manager at Risk
JOHNSON HIGH SCHOOL
Additions & Renovations**

Items/Questions to Consider:

- The process in which bid packages will be handled and where it will be advertised
- The ability to deliver services promised
- How would multiple small projects be managed
- How reimbursables and general conditions are calculated
- Fee for construction management
- Experience related to projects of this type
- Typical bid packages
- Process for qualifying or disqualifying contractors that submit bids
- What is done to ensure a minimum number of change order requests

Score Sheet

	Construction Experience w/GMP	Fees and Intangibles	Personnel For Projects	Local Experience	References	Total

Evaluator Name: _____

Signature: _____