

**TROUP COUNTY SCHOOL SYSTEM  
TROUP COUNTY, GEORGIA**

**REQUEST FOR PROPOSALS FOR  
CONSTRUCTION MANAGER AT RISK**

**1. INTRODUCTION**

The Troup County School System (TCSS) desires to retain the services of a professional Construction Manager At Risk (CM) firm for the management, under a construction management/contractor at-risk format, for the renovations to Hillcrest Elementary School and Hogansville Elementary School in Troup County Georgia. The stated cost estimate for these renovations is \$800,000. In addition to managing the construction, the CM will provide pre-construction services and work collaboratively with the architect, **Southern A&E, LLC**, to develop constructability reviews, cost savings alternatives and schedules in relation to this new facility.

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. In addition to these qualifications, each firm should submit a fee proposal in a separate envelope. The fee will be considered after construction firms are ranked based on qualifications.

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

**There will be a Mandatory Pre-proposal meeting and site visit at Hillcrest Elementary School at 10:00 AM on March 21, 2019.** Bid will not be accepted from anyone who does not attend this meeting.

**2. SCOPE AND STYLE OF SERVICES TO BE PERFORMED**

**A brief scope of the project is cosmetic renovations to Hillcrest Elementary School and Hogansville Elementary School to include but is not limited to painting, ceiling replacements, lighting replacement, and flooring replacement.**

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

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

### **3. LIST OF REPRESENTATIVE SERVICES TO BE PROVIDED BY THE CM**

- **Project Planning** - The CM is expected to work with the Owner to plan the project to include:
  - Reviewing ideas and suggestion offered by the Owner with regard to feasibility or constructability.
  - Evaluate designs with respect to constructability issues.
  - Evaluate value-engineering opportunities.
- **Bidding and Awarding Phase**
  - Arrange bid packages.
  - Develop requirements to assure time, cost, and quality control during construction.
  - Provide a provisional construction schedule for issuance with the bid package.
  - Identify bidders and generate bidder interest.
  - Schedule and conduct pre-bid conferences in conjunction with the architect and representatives from the TCSS.
  - Advertise and distribute bidding documents in accordance with applicable federal and state laws, rules and regulations.
  - Monitor bidder activity.
  - Review and analyze bids and recommend awards.
  - Update schedule.
- **Construction Phase**
  - Maintain on-site staff for construction management.
  - Establish and maintain coordinating procedures.
  - Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction, and occupancy.
  - Conduct and record job meetings.

- Prepare and submit change order documentation for approval of the architect and TCSS.
- Maintain a system for review and approval of shop drawings.
- Maintain records and submit reports to architect and TCSS.
- Maintain quality control and ensure conformity to contract documents.
- Provide cost control through progress payment review and verification according to the approved schedule and contract amounts.
- Coordination of post completion activities, including the assembly of guarantees, manuals, and the Owner's final acceptance.

#### **4. SELECTION OF CM**

- **Selection Committee**

The selection of the CM firm will be by an evaluation committee consisting of representatives selected by the Owner.

- **Selection Procedure**

- Selection of the CM will be a qualification based process through a written proposal and/or a presentation/interview.
- Following completion of the initial written proposal evaluations, if deemed necessary by the committee, up to three highest ranked firms best qualified may be granted an opportunity to appear before the Evaluation Committee to make an oral presentation and submit to an interview.
- Each firm selected for an interview should bring a separate envelop to the interview which contains a fee proposal. The fee will be evaluated after the final ranking of firms based on qualifications.
- Information on the presentation will be provided to the firms selected.

- **Schedule of Events**

- 3/7/2019 - RFP Release
- 3/21/2019 - Mandatory Proposal Conference (10:00 A.M. Est.)
- 3/29/2019 - Proposal Questions Deadline (5:00 P.M. Est.)
- 4/4/2019 - Proposals Due (10:00 A.M. Est.)
- 4/8/2019 - Recommendation for Board Approval
- 4/18/2019 - Board Approval
- 4/23/2019 - Front End to SAE and Ad for Sub Bids
- 5/3/2019 - Sub Bids Due
- 5/16/2019 - Board Approval of Contract Amount
- 8/1/2019 - Substantial Completion
- 8/2/2019 - Owner Moves In

- **Contract Negotiation**

Upon selection, the Owner will attempt to negotiate a contract based on the CM's fee proposal. The Owner has the right to reject the fee proposal and elect to either negotiate a new fee proposal with the selected firm, or enter negotiations with the next highest ranked firm. The Owner retains the Ownership of and all rights to use all documents produced during the interview process for use in selecting the final firm and completing the project.

#### **5. PROPOSAL PREPARATION, REQUIREMENTS AND SCORING**

- **Proposal Preparation**
  - Each firm will be asked to submit detailed information concerning their experience and abilities, attend a required pre-proposal conference, if selected for interview submit a proposal for fees and overhead costs for the project.
  - The Owner reserves the right to negotiate, prior to award, adjustments in any and all elements of what proposers submit in their proposals so long as such adjustments do not have the effect on increasing total compensation paid by the Owner over the total proposed compensation set forth in submitted proposals.
  - Where the RFP requires the proposer to submit a number of days, or to submit a milestone chart, the days used shall be calendar days unless otherwise specified herein.
  - Any submitted proposal shall remain valid for 60 days after the proposal due date or until the Owner executes a contract, whichever is sooner. The Owner may, in the event the selected proposer fails to perform and/or the contract is terminated within forty-five days of its initiation, request the proposer submitting the next acceptable proposal to honor its proposal.
- **Requirements**
  - General
    - One (1) original and five (5) printed copies of the submittal
    - One (1) electronic copy (pdf format) submitted on (6) six Flash Drives (File Name: Hillcrest and Hogansville – Firm Name)
    - Clear and Concise Transmittal Letter
    - Proposal must be typed on 8 ½” x 11” paper with pages numbered.
    - Table of contents with corresponding tabs must be included to identify each section.

Submittals are to be made to:

**John Radcliffe, Assistant Superintendent**  
**100 North Davis Road**  
**Building C**  
**LaGrange, GA 30241**
  - Proposal Information
    - Firm History and Information
      - Provide brief overview of firm.
      - Provide listing of key employees and their positions. Indicate which employees are being considered for roles on this project.
      - Has the firm been involved in litigation in the past five (5) years? If yes, please list any active or pending litigation and explain.
      - Has the firm ever failed to complete any work awarded or been removed from any project awarded to the firm?
      - List the contact person(s), addresses and phone numbers for your insurance carrier and agent.

- List the contact person(s), addresses and phone numbers for the firms bonding company.
- What is the firms bonding capacity and how much work is currently bonded? Provide a list of current projects and percent complete.
- Provide information on the firm's total amount of construction cost completed on a yearly basis over the past five (5) years.
- Relevant Project Experience
  - Provide examples of your experience as a CM in constructing facilities of similar nature. Provide a minimum of 5 projects and a maximum of 10 projects.
  - Include the following information for each project:
    - Project Budget
    - Initial GMP at pre-construction phase
    - Original GMP
    - Final Project Cost (reasons for change – if any)
    - Project Team – please note if team members are proposed for the project.
    - Project Owner Contact or Reference
    - Project Completion Date
- Project Team
  - Provide an organizational chart showing the lines of responsibility and accountability for the project.
  - Describe your firms proposed organization for the Hillcrest and Hogansville Renovations project. Specifically identify the following and include resumes:
    - Project Executive
    - Project Manager
    - Superintendent
    - Cost Estimator
    - Other (if applicable)
  - Please identify the individual who will serve as the primary point of contact for the Owner, architect and project team; CMR shall certify that the teams presented in this RFP shall remain as indicated until project completion.
  - Describe your firms approach to Quality Assurance.
- Project Approach and Services
  - Provide a brief outline and description of your firm's approach for a program of this nature. Include a project schedule with early release packages in order to meet the published substantial completion date included in this RFP. If selected for an interview, include detailed explanation of the fees and expenses for this project (including reimbursable), as well as any other contingency for which the Construction Manager expects to be compensated.

- Describe your firms approach to Pre-Construction services.
- Describe your firms views on change orders as related to projects containing pre-construction services.
- Occasionally, subcontractors and suppliers file for bankruptcy during the course of a project. How do you protect the Owner from being adversely effected by this situation?
- How will your firm ensure the best value for the Owners budget? Discuss a subcontractor’s role in this effort.

- **Scoring**

- Firm History & Information = 20 Points
- Relevant Project Experience = 30 Points
- Project Team = 25 points
- Project Approach = 25 Points
- Total = 100 Points

- **Questions**

- Any questions related to the RFP may be asked at the Mandatory Pre-Proposal Conference.
- Mandatory Pre-Proposal Conference Location:  
**100 North Davis Road**  
**Building C**  
**LaGrange, GA 30241**
- The deadline for submission of questions is **3/29/19 at 5:00 P.M. (Est.)**  
All questions which have been submitted to the Architect/Owner will be answered in writing and distributed to those firms registered from the mandatory pre-proposal conference.
- Additional questions must be submitted in writing to:  
Southern A&E, LLC  
7951 Troon Circle  
Austell, GA 30618  
Attention: Greg Schillinger  
[gschillinger@southernae.com](mailto:gschillinger@southernae.com)

**6. Additional Considerations**

- 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 their discretion. The Owner may extend the due dates if it is the advantage of the Owner. Proposers will be notified of any/all changes in scheduled due dates/times by written addendum.
- Confidentiality of Documents: upon receipt of a proposal by the Owner the proposal shall become the property of the Owner without compensation to the proponent, for disposition or usage by the Owner at its discretion.
- 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 the Construction Management firm with the remaining firms being consultants.