

**THE
TROUP COUNTY BOARD OF EDUCATION
REQUEST
FOR
COMPETITIVE SEALED PROPOSALS**

FOR CONSTRUCTION OF:

**HVAC RENOVATIONS TO LONG CANE
ELEMENTARY SCHOOL**

TROUP COUNTY BOARD OF EDUCATION

LAGRANGE, GEORGIA

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TROUP COUNTY BOARD OF EDUCATION

REQUEST
FOR
COMPETITIVE SEALED PROPOSALS

A. INVITATION TO PROPOSE

The **Troup County School Board** is requesting proposals from interested and qualified Construction Firms for the construction of **HVAC Renovations to Long Cane Elementary School, LaGrange, Georgia**. The proposed budget is \$1,600,000.00. Proposals will be available from Southern A & E, LLC (770) 819-7777.

Bid documents may be examined at Southern A & E's office at 7951 Troon Circle, Austell, Georgia 30168 or by calling 770-819-7777 to request a password and link to Southern A & E's online plan service to view the documents. Upon further request construction documents may be downloaded for printing or hardcopies may be ordered through the online plan service. Only complete sets will be provided for downloading or as hardcopies. No deposits are required and no refunds will be made. Bid documents will not be sent to plan rooms.

The **Troup County School Board** (hereinafter referred to as School System) plans to select the most qualified Construction Firm to enter into a contract for the construction for 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 System and any other statutory provisions.

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. Contractor shall complete the attached "Contractor Affidavit and Agreement" and, if applicable, shall require all subcontractors to complete the attached "Subcontractor Affidavit and Agreement".

Responses must be received by the Troup County Board of Education Office at 100 North Davis Road, LaGrange, Georgia 30241 on or before 2:00 p.m. Eastern Standard Time on February 4, 2016.

After which time and date they will no longer be accepted. Late responses will be returned unopened and will not be considered. To be accepted, all responses must be submitted in a sealed package marked "**Request for Competitive Sealed Proposals for HVAC Renovations to Long Cane Elementary School, LaGrange, Georgia**".

Six (6) copies of each proposal and one sealed bid must be forwarded or delivered to:

**Mr. Ryan Traylor
Director of Maintenance
Troup County Board of Education
100 North Davis Road
Building C
LaGrange, Georgia 30241**

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

Project selection timeline:

Public Advertisement:	<u>January 7, 2016</u>
Mandatory Pre-Bid Meeting:	<u>January 21, 2016</u>
Proposals Due:	<u>February 4, 2016</u>

Award will be within 30 days.

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

Mr. Ryan Traylor
Director of Maintenance
Troup County Board of Education
100 North Davis Road
Building C
LaGrange, Georgia 30241

Or

Michael Waldbillig,
Vice President
Southern A & E, LLC
7951 Troon Circle
Austell, GA 30168-7755

Phone: (706) 812-7932
Fax: (706) 629-1197

Phone: (770) 819-7777
Fax: (770) 819-7770

Site visits to inspect the site can be arranged by appointment with Mr. Ryan Traylor (706-812-7932). It is the responsibility of the respondent to arrange and conduct any site visits necessary to familiarize themselves with existing conditions.

The school system reserves the right to select or reject any and all responses as a result of this Request for Proposal. The school system 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 in the Bid Document Specification Section 00100 - Instructions to Bidder.

Bid Security: A Bid Bond shall be included in the construction bid envelope. The Bid Bond shall be payable to the Troup County Board of Education in the amount of Five Percent (5%) of the Bid 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 bid.

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:

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 & Capability
2. Relevant Experience and past performance
2. Current Work Load
3. Project Personnel
4. Project Schedule
5. Financial Stability
6. Base Bid

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 the Troup County Board of Education, a modified AIA A101-2007 contract will be executed between the selected firm and the School System.

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 bid. 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 response and one sealed bid. 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:

Provide a **complete audit report** for the firm, or firms, in the case of a joint venture (a review report is not acceptable). The financial statement must be within **6 months** of year end, but in no case more than **18 months** old. A review report or financial statements without the complete audit report is not acceptable.

Provide a compliance letter from your bonding company showing consent to provide 100% Performance and Payment Bonds.

Each respondent shall provide a certificate of insurance detailing their firm's present coverage and limits. Insurance agent shall certify that they are licensed to perform business in the State of Georgia. The certificate of insurance should be addressed to Troup County School System and be dated within 30 days of the bid date.

4. **Project Approach:** (Provide the following items in the order listed)
- A. **Relevant Experience:**
Provide a one-page summary of your relevant experience with this building type that distinguishes your firm from other contractors.
Complete the attached form 2a
 - B. **Relevant Projects:**
Complete the attached form Attachment 3a.
 - C. **Current Work Load:**
Provide a one-page description of your work load with a tentative start and completion dates
Complete Attachment 4a.
 - D. **Schedule Control:**
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 CPM time line showing the necessary activities and schedule for implementation of this project.
Complete Attachment 5a.
 - E. **Quality Assurance/Control:**
Provide a one-page description of any formal program that your firm utilizes to ensure quality. *Complete Attachment 6a.*
 - F. **Project Management:**
Each respondent shall use the attached form Attachment 6a to list the members of their team. A one-page resume including education, experience and any other pertinent information shall be included for each team member assigned to this project.
Complete attachment 7a.
 - G. **Project Staffing:**
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,
Complete attachment 8a.
 - H. **Bid Form:**
Provide a **separate sealed envelope** with **two copies** of the bid form (Specification Section 00300) which includes: Base Bid, Add Alternates, Unit Prices, 5% Bid Bonds, Contractor Affidavit, and list of Major Subcontractors to be used on this project.
Complete attachment 9a.

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.

REVIEW PROCESS:

1. Evaluation criteria are defined in the RFP. Each committee member should assign a numerical value to each criteria section for each proposer.
2. The review committee, as a whole, will review one proposer's qualifications at a time. This review process is repeated until qualifications from all proposers have been reviewed. The committee will then begin the process of individually scoring qualification criteria 1 through 5 as outlined in the RFP. Each committee member will mark their scores on an individual score card (see example, attachment 11a). Sealed bids will remain unopened until all qualification scoring is completed.
3. After the committee completes scoring each Proposer's qualifications, the sealed bids will be opened by the architect, read aloud and recorded on a bid tabulation sheet. In evaluating the Proposer's bid, the base bid amount may be reduced by deductive alternates, if any, taken in consecutive ascending order. Additive alternates, as selected by the Owner, **will** be used to determine the low bidder. If multiple individual and combined bids are requested, the Owner will accept the combination of individual or the combined bids that are deemed by the Owner to be in his or her best interest. The Owner reserves the right to accept any Bid, to reject any or all Bids, or to negotiate Contract Terms with the various Proposers, when such is deemed by the Owner to be in his or her best interest.
4. Bid scores will then be calculated (see example, attachment 13a) for each proposer. Each proposers calculated bid score will then be added to each committee members' qualification scores and totalled. Final Proposer scores from each committee member will be tabulated, added together and averaged to arrive at the final ranking (see example, attachment 12a). The proposal receiving the highest total score will be the successful proposer.

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** the Proposer's bid using the criteria established in the Request for Proposal and as described in the following:

The proposer with the highest average ranking will be the firm recommended for approval to the Board of Education.

In the event of a tie, the two responders will be asked to present a best and final offer for the committee to review within a specified time. The Committee must keep all criteria discussions and rankings confidential.

1. Firm History and Capability: 20 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. Relevant Experience and Past Performance: 20 points

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

"Relevant" might be defined as *schools and other public projects completed in the State of Georgia.*

Questions which could be asked:

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?

3. Project Personnel Qualifications: 10points

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.

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?

4. Project Schedule: 10 points

In school construction, opening on time is of paramount importance.

This category should not only compare each firm's 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 time line management.

Questions which could be asked:

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

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

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

5. Financial Stability: 10 points

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.

6. Bid: 30 points

First, the goal of the "Competitive Sealed Proposals" selection process is to pick a General Contractor based primarily on qualification criteria (70 points) rather than solely on "low bid" (30 points) in order to have a qualified and compatible team member.

Secondly, significant consideration is given to the fact that the owner has limited resources and is concerned with the total cost of the project to the school system.

The low bidder will receive the most points, 30 points. To determine each higher bidder's score, divide the low bid by each ascending bid. That number is then multiplied by the total possible points to get each bidder's score for this category.

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 2a

RELEVANT EXPERIENCE

Provide a one-page summary of your relevant experience with this building type that distinguishes your firm from other contractors.

Attachment 3a

RELEVANT PROJECTS

List all similar projects completed under the firm name in the last five (5) years.
(Begin list with any projects completed for the Troup County Board of Education or Southern A&E)

<u>Project Name</u>	<u>Building Type</u>	<u>Building Size</u>	<u>Project Cost</u>	<u>Change Orders</u>
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Attachment 4a

CURRENT WORK LOAD

Project

Owner

Start/Finish Dates

Attachment 5a

SCHEDULE CONTROL

Program:

Attachment 6a

QUALITY ASSURANCE/CONTROL

Attachment 7a

**PROJECT MANAGEMENT
(Include Resume)**

Name:	Position	Years with This Firm	Years Experience in Construction
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Attachment 8a

**PROJECT STAFFING
(Include Resume)**

Name	Position	Years with This Firm	Years Experience in Construction
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1.1 SUBMITTED TO: **Mr. Ryan Traylor, Director of Maintenance
Troup County Schools**

- A. I have received and reviewed the Bid Documents dated **December 22, 2015** and titled
HVAC Renovations to: Long Cane Elementary School
- B. I have received Addenda # ___ thru # ___ and Clarifications # ___ thru # ___ and I have included their provisions in my bid.
- C. I have examined all the Contract Documents and the Project Site.
- D. In submitting this bid I agree:
 - 1. To hold by bid open until sixty (60) 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 construct **HVAC Renovations to: Long Cane Elementary School** for the individual project base bid sum of _____ dollars (\$ _____) and to complete all work in _____ consecutive calendar days.
- E. In submitting this bid I further agree to the following unit prices for the work indicated:
 - 1. To provide and install straw mulching for the unit price of (\$ _____) per square foot.
 - 2. To provide and install additional temporary grassing as specified for the unit price of (\$ _____) per square foot.
 - 3. To provide and install additional permanent grassing as specified for the unit price of (\$ _____) per square foot.
- F. In submitting this bid, I further agree to adjust the base bid price upon acceptance of selected alternates as listed below:
 - 1. Alternate # 1: **Fire Alarm Replacement**

Add (\$ _____)
- G. I have included, in my base bid, allowances for contingency.
- H. 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.

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

1. Plumbing: _____
2. HVAC: _____
3. Electrical: _____
4. Roofing: _____

J. 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 Troup 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 _____, ____, 201__ 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 _____, 201__.

NOTARY PUBLIC
My Commission Expires:

Attachment 11a

SCORE CARD

Project: HVAC Renovations to Long Cane Elementary School for the Troup County Board of Education:

Item	Criteria	Weight %*	Company A Rank/Score	Company B Rank/Score	Company C Rank/Score	Company D Rank/Score	Company E Rank/Score
1.	Firm History & Capability	20%					
2,	Relevant Experience & Past performance	20%					
3.	Project Personnel/Qualifications	10%					
4.	Project Schedule	10%					
5.	Financial Stability	10%					
6.	Bid	30%					
	Total Points	100%					

Rank companies on a scale of 1-10 with 10 representing the “ideal”.

Enter the product of Weight x Rank in the Score column.

Award contract based on the best total score.

Attachment 12a

EXAMPLE SCORE CARD SUMMARY

SOME PROJECT
 SOME PROJECT SCPECIAL BUILDING
 ANY COUNTY USA
 April 30, 2015

Company	Committee Member 1 Score	Committee Member 2 Score	Committee Member 3 Score	Committee Member 4 Score	Committee Member 5 Score	Final Score	Average score	Final Rank
XYZ Company	76.79	74.79	64.79	64.79	58.72	339.88	67.97	3
ZZ Top Company	95.23	95.23	95.23	88.23	95.23	469.15	93.83	1
Elvis Contracting	83	69	89	60	69	370	74	2
New Kid on Block	60.6	50.60	38.60	41.60	44.60	236	47.2	4

I certify this is a true and accurate copy of the proposal scoring taken this day.

 Stephen M. McCune, AIA

 Date

Attachment 13a

**EXAMPLE-BID SCORING CALCULATION
FOR COMPETITIVE SEALED PROPOSALS**

ESTIMATED PROJECT COST OF \$1,600,000.00

CRITERIA 6: Bid

HVAC Renovations to Long Cane Elementary School

December 18, 2015

The following calculation will be used to determine the bid score for each contractor:

Lowest Bid receives full 30 points for criteria 6.

Lowest bid ÷ Next highest bid x 30 points = score for criteria 6.

EXAMPLE CALCULATION (lowest bid = 2,500,000) **POINTS**

XYZ Construction, LLC

Points Calculation:

$$2,500,000 \div 2,650,000 = .943 \times 30pts. = 28.30$$

Score for Lowest fee

N/A

Fractional score

28.30
