



Savannah-Chatham County Public School System

208 Bull Street / Savannah, Georgia 31401 / (912) 395-5600

October 20, 2024

Ladies and Gentlemen:

The Savannah-Chatham County Public School System ("SCCPSS") would like to take this opportunity to announce that it is requesting proposals for ("RFP") (ESPLOST) RFP C25-05 for **Construction Manager at Risk ("CMR") Services for Georgetown K-8 Renovations**.

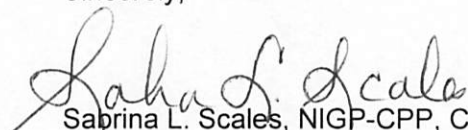
Enclosed is a Request for Proposal ("RFP") packet, which provides instructions for the submission of proposals and identifies the goods and/or services requested by the SCCPSS. Due to the COVID-19 epidemic, all proposals should be submitted electronically through e-Builder, an online procurement platform that is made available at no cost to all potential bidders at the following web address:

<https://gateway.app.e-builder.net/app/bidders/landing?accountid=264b947c-7aa7-45ff-9a33-9fe32d5e6d02&projectid=cb702eac-b435-4529-8c4e-a2054cae4587&bidpackageid=3865a5f9-8257-4d60-8404-7becae936d42>

Proposals will be accepted **prior to 2:00 P.M. on Thursday, November 21, 2024**, at which time they will be registered by the Purchasing Department and the SCCPSS will begin its review of the Proposals to determine which offerors are responsible, which proposals are responsive, and which proposals are reasonably susceptible for award and eligible to negotiate with SCCPSS for the award of a contract. All offerors who submit Proposals will be notified as to whether they are considered responsible, whether their proposals are considered responsive, whether they are considered reasonably susceptible for award and eligible to negotiate with SCCPSS for the award of a contract, and whether they will be recommended for an award of a contract or not, before the awards of any contracts for the goods and/or services are made as a result of this solicitation. **Proposals received after 1:59:59 P.M. on the due date will not be accepted.**

Time is of the essence, and any Requests for Proposals received after this deadline for submission will not be accepted. Offerors are responsible for ensuring that their Requests for Proposals are timely received. The time of receipt shall be determined by the time stamp assigned by the e-Builder program. Please include with your bid all documents requested by this solicitation. **Failure to include all the information and/or documents requested by this RFP could result in the Proposals not being considered by the SCCPSS.**

Sincerely,


Sabrina L. Scales, NIGP-CPP, CPPB
Senior Director, Purchasing Department

Mission - To ignite a passion for learning and teaching at high levels.
Vision - From school to the world: All students prepared for productive futures
"AN EQUAL OPPORTUNITY EMPLOYER"

**REQUEST FOR PROPOSALS RFP C25-05 (ESPLOST)
CMR Services for Georgetown K-8 Renovations**

I. INTRODUCTION

The Board of Public Education for the City of Savannah and the County of Chatham (the “District”), the body corporate responsible for public education in Chatham County, which is commonly known as the Savannah-Chatham County Public School System (“SCCPSS”), seeks sealed proposals for Construction-Manager-at-Risk (“CMR”) Services for Georgetown K-8 Renovations project as specified in this Request for Proposals (“RFP”).

It is worth noting at the outset that the competitive sealed proposal (RFP) process differs from competitive sealed bidding in two important ways:

- 1) It permits discussions between the District and competing Offerors and allows for changes in Offerors’ proposals including price; and
- 2) It allows comparative judgmental evaluations to be made on various criteria (in addition to cost) for award of the contract.

Pre-Approved vendors who wish to be awarded a contract by the District to provide the goods and/or services requested by this RFP shall be referred to herein as the “Offeror(s).” To be considered for an award of a contract under this RFP, Offerors should carefully read this solicitation document, which is called **Request for Proposals (RFP) # C25-05 (ESPLOST) CMR Services for Georgetown K-8 Renovations**, and all of the forms, product specifications, service requirements, contract documents, or other materials that may attached hereto or referenced herein. This RFP and the associated documents identify the goods/and or services requested by the District, contain the instructions for preparing and submitting proposals, and outline the process by which the District will award a contract for those goods and/or services, if it decides to award a contract at all.

II. GENERAL TERMS AND CONDITIONS FOR THIS RFP

A. A “Cone of Silence” Applies to this RFP.

A “Cone of Silence” is imposed upon this RFP after advertising and terminates at the time the District awards a contract. Except as specifically set forth below, the Cone of Silence prohibits any communications in any form (whether written, oral, or electronic) by, or on behalf of, a prospective Offeror for this solicitation, including any persons affiliated with or in any way related to a prospective Offeror, with any District employee, any member of the elected Board of Education that serves as the District’s governing body, the Superintendent or her staff, and any other persons involved in evaluating the bid, such as program managers or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular Offeror or Offerors and to prevent prospective Offerors from circumventing the process for selection set forth in this RFP.

The Cone of Silence does not apply to oral communications with the Director of Purchasing, or the Director of Purchasing’s designees, at pre-proposal conferences, site visits (as applicable), presentations before selection committees, contract negotiations with offerors selected for award, or at other times expressly allowed by this solicitation. Written communications expressly authorized by this solicitation, such as (1) the submission of the proposal itself, (2) requests for interpretation, requests for material substitutions, protests, or similar inquiries to the purchasing department, (3) documents circulated at oral presentations before selection committees, or (4) documents circulated in connection with contract negotiations with the Offeror(s) selected for award are also permitted in communication with the Director of Purchasing or the Director of Purchasing’s designees. The Cone of Silence does not apply to presentations allowed by Board policy or to the Board of Education at a duly called public meeting.

In addition to any other penalties provided by law, violation of the Cone of Silence by any Offeror may result in the rejection of the Offeror’s response and disqualify the Offeror from being awarded any contract as a result of this solicitation. Any person having personal knowledge of a violation of these provisions shall immediately report such violations to the District’s Purchasing Department.

B. The Goods and/or Services Requested by the District.

The goods and/or services requested by the District in this RFP are described in more detail in "Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements," which is incorporated into this RFP by this reference.

C. The Advertising Dates for this RFP.

This RFP is being advertised on the Purchasing Department page of the District website, sccpss.com, and in the Savannah Morning News, the newspaper for legal notices in Chatham County, Georgia.

The advertising date(s) for this Request for Proposals (RFP) in the Savannah Morning News are as follows:

**Sunday, October 20, 2024, and
Sunday, November 3, 2024**

D. Optional Pre-Proposal Conferences Held by the Purchasing Department.

Monday, November 4, 2024, starting @ 9:00 a.m. at Georgetown K-8, 1516 King George Blvd., Savannah, GA 31409.

Monday, November 4, 2024, starting @ 10:30 a.m. at Largo-Tibet Swing Site, 430 Tibet Avenue, Savannah, GA 31406.

E. The Deadline for Submitting Proposals in Response to this RFP.

The deadline for submitting proposals in response to this RFP, unless extended by the District, shall be as follows:

Thursday, November 21, 2024 @ 2:00 P.M.

Time is of the essence, and any Proposals received on or after this deadline for submission, whether electronically, by mail, or otherwise, will not be accepted. Bidders are responsible for ensuring that their Proposals are timely received and stamped by Purchasing Department personnel through E-Builder. The time of receipt shall be determined by the time assigned by E-Builder. It shall not be sufficient to show that a Proposal was sent before the scheduled deadline. Proposals received on or before 10:59:59 A.M. on the due date will be accepted. **Proposals received after 1:59:59 P.M. on the due date will be rejected.**

This deadline may be extended for all prospective Offerors within the discretion of the Director of the Purchasing Department or her designee for any reason. A non-exclusive list of reasons why the deadline may be extended include: the issuance of addenda to this RFQ or the associated specifications, a total absence of Qualifications Statements, District closure due to inclement weather, etc. The Director of the Purchasing Department will either extend the deadline for all bidders or not all.

Offerors may withdraw Proposals at any time up to the scheduled time for receipt of Proposals. Offerors may resubmit Proposals prior to the scheduled time for receipt of Proposals.

Care should be taken to ensure that information provided in Qualification Statements is accurate, complete, and consistent. Omission of any of the required information may subject the Offer to disqualification. The District reserves the right to request information or respond to inquiries for clarification purposes only.

F. Delivery and Submission of Proposals/Use of E-Builder

Offerors shall timely deliver bids electronically or by submitting a physical paper copy to the Purchasing Department.

Electronic submission may be accomplished through the District's online E-Builder web portal, which may be accessed at no charge by all prospective bidders at:

<https://gateway.app.e-builder.net/app/bidders/landing?accountid=264b947c-7aa7-45ff-9a33-9fe32d5e6d02&projectid=cb702eac-b435-4529-8c4e-a2054cae4587&bidpackageid=3865a5f9-8257-4d60-8404-7becae936d42>

The E-Builder web portal will allow bidders to fill in the forms required by the RFQ in an electronic format and allow bidders to upload any supporting documents in the PDF format that bidders wish to submit.

After an Offeror submits a Proposal through e-Builder, the District may send additional communications to the Offeror through E-Builder. It is Offeror's responsibility to check E-Builder for additional communications from the District after Proposal submittal.

G. Receipt and Registration of Proposals.

Proposals and modifications shall be time-stamped by the Purchasing Department upon receipt. After the deadline for submissions of proposals has past, proposals shall be registered publicly, and then subsequently opened in the presence of two or more Purchasing Department officials. Proposals and modifications shall be shown only to District personnel or consultants having a legitimate interest. Only after award of the contract shall proposals be open to public inspection.

H. Timely-filed, Signed Proposals Considered an Offer.

An Offeror's timely-filed, signed proposal shall be considered an offer on the part of the Offeror which may become a binding contract on the Offeror if accepted by the District at the conclusion of the proposal evaluation process. By submitting a proposal in response to this RFP, Offeror agrees that proposal will remain open for acceptance by the District for at least 120 days without any changes in terms or pricing.

In event that the Offeror refuses to perform its promises made in its offer after acceptance by the District, the District may take such action as it deems appropriate to redress the Offeror's failure to perform, including legal action for damages or equitable relief, including specific performance, for the Offeror's lack of required performance.

I. Non-Response by Prospective Offerors

If an Offeror does not wish to submit a proposal in response to this RFP but would like to remain on the list of potential vendors for the District, please complete and return only the "No Proposal Statement Form" included with this RFP packet and clearly mark the outside of the envelope with the words "No Response."

J. Form and Formatting of Proposals.

The form and formatting requirements for proposals requested by this RFP are described in "Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements."

K. Bid Bonds.

If a Bidder's proposal exceeds \$100,000, then Bidder's Bid must be accompanied by a Bid Bond made payable to the District in an amount not less than five percent (5%) of the Bid. Bid Bonds should be furnished on forms accepted as standard by the insurance industry but shall be substantially in accordance with the Bid Security Form attached hereto.

Since the School District is requesting proposals for the Construction Manager's fee as a percentage of the total GMP and the actual GMP will not yet be known, the School District requests bid bonds calculated in relation to the Offeror's offered "CMR TOTAL COST PERCENTAGE OF GMP" as set forth on the fee proposal form multiplied by the stated cost limitation of \$25,000,000.

For example, if the Offeror's offered CMR Total Cost Percentage of GMP is 12%, then the Bid Bond would be 5% of \$3,000,000 (12% of \$25,000,000) or \$150,000.

L. Performance and Payment Bonds.

Performance and payment bonds **are not** required at the time of submitting RFP but will be required in the full amount of the GMP of the Contract and increased as the contract amount is increased if the Offeror is awarded a Contract as a result of this solicitation. Offeror shall provide documentation during the solicitation process that it has the bonding capacity to provide performance and payment bonds in the full amount of the contract amount, if the recipient of an award. Performance bonds shall be increased as the contract amount is increased. Payment bonds shall be increased if requested by the District as the contract amount is increased.

M. Offeror's Essential Credentials and Business Structure to be considered a "Responsible Offeror."

To even be considered for a possible award of a contract for the goods and/or services requested by this RFP, an Offeror must be deemed a "responsible" Offeror by the District's Purchasing Department.

To be considered a "responsible" Offeror for the purpose of this RFP, an Offeror must be licensed and have the capacity to provide the goods and/or perform the services requested by this RFP and must be able to meet the minimum licensing, bonding, insurance, and contractual requirements of this RFP. The District reserves the right to request an Offeror to provide additional information or documentation to demonstrate that it is a "responsible" Offeror. Failure to provide the requested additional information, in itself, will be sufficient grounds for the District to declare the Offeror to be not "responsible" for the purposes of this RFP.

To be considered a "responsible" Offeror, the Offeror's majority (51%) ownership, whether public or private, must be held by citizens or lawful permanent residents of the United States.

To be considered a "responsible" Offeror, the Offeror must attach to its proposal a copy of any and all business licenses needed for the Offeror to provide the requested goods and/or services, including any local business licenses needed to provide the good and/or services requested by this RFP in Chatham County.

If the Offeror is a corporation, a copy of a current Annual Corporate Registration issued by the State in which the Offeror is incorporated is required to demonstrate that the Offeror is a "responsible" offeror.

While any lawful form of business may be a "responsible" Offeror, if the Offeror is a partnership or joint venture, a copy of the contractual agreement between the partners or the participants in the joint venture must be provided with the Offeror's proposal. The partnership or joint venture agreement must be adequate to its purpose of establishing a safe and well-structured good faith relationship between the participants, and must comply with all applicable laws, including Antitrust Laws. The agreement must include adequate provisions to address unforeseen events such as the demise of any one of the partners or joint venture companies, and the like. If the Offeror is a partnership or joint venture between two existing business entities, including, but not limited to, a corporation or LLC, then all partners should be routinely and on a daily basis in the business of providing services which are closely similar or identical to those Services solicited by this RFP. If the District determines that the form of the Offeror's business, including a partnership or joint venture, was not created for a

legitimate business purpose, could impair the Offeror's performance in response to this solicitation, poses a liability to the District, or is otherwise not in the best interest of the District, then the District reserves the right to disqualify the Offeror and determine that it is not responsible.

If the Offeror is a joint venture, information and documentation must be provided to establish whether the joint venture is a business entity created for the purpose of functioning as the joint venture, or whether the joint venture is operated through the existing legal status of the venture partners. All information regarding the legal structure and reporting of income for tax purposes of the joint venture must be provided.

It is the District's intent to only enter into a contract as a result of this RFP with a single Offeror. The District reserves the right to reject as "non-responsive" or "not responsible" any proposal that requests the District to enter into contracts with multiple Offerors.

N. Insurance, Warranty, Indemnity and Other Requirements for "Responsible" Offerors.

To be considered a "responsible" Offeror, all Offerors may be required to meet minimum insurance, warranty, indemnity and other requirements set forth in more detail in "Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements," which is incorporated by this reference.

O. O.C.G.A. § 13-10-91 and E-Verify Compliance Required for "Responsible" Offerors.

To be considered a "responsible" Offeror, all Offerors are required to comply with O.C.G.A. § 13-10-91, a Georgia statute that prohibits a public employer such as the District from entering into any contract with a contractor who fails to participate in the federal work authorization program E-Verify or fails to demonstrate that it is not required to participate in the E-Verify program. In order to be deemed a "responsible" Offeror eligible for this RFP, the Offeror must provide the affidavit(s) or other documentation required O.C.G.A. § 13-10-91. While the District provides sample O.C.G.A. § 13-10-91 affidavit forms in this RFP, Offerors are solely responsible for familiarizing themselves with their obligations under O.C.G.A. § 13-10-91 and making sure that they provide the District with the required documentation.

P. Local and/or Minority/Women Business Enterprise (LMWBE) Policies.

It is the policy of the District to maximize the utilization of qualified local, minority, and women owned business enterprises ("LMWBEs") who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District's facilities construction, maintenance and repair programs. Prime contractors on district construction projects shall make and document good faith efforts to maximize the utilization of qualified LMWBEs as subcontractors and suppliers and provide proof of such efforts and contracts with and payments made to LMWBEs upon request. The District also promotes capacity building within the local construction community and encourages the use of partnerships, teaming and mentorships to provide LMWBEs with relevant and necessary experiences to grow their business.

For the purposes of this policy, good faith efforts may include, but not be limited to, the following:

- Attend pre-solicitation meetings to inform LMWBEs of subcontracting opportunities.
- Advertise in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.
- Communicate with the City of Savannah's Office of Economic Development to identify available and qualified LMWBE firms.
- Review the District's list of vendors indicating an interest in providing services to the District.
- Select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.
- Solicit and negotiate with available and qualified LMWBEs for specific subcontracting opportunities.
- Assign substantive work to LMWBEs or LMWBE teaming partners.

For the purposes of this policy, a local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah, Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.

For the purposes of this policy, a Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority or persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African American: A person with origins in any of the Black racial groups of Africa;
2. Hispanic American: A person with origins from Mexico, South America, Central America or the Caribbean Basin, regardless of race; and
3. Asian American: A person with origins from the Indian subcontinent, countries of the Asian Pacific region, and surrounding countries; and
4. American Indian: A person with origins from the indigenous people of North America.

For the purposes of this policy, a Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

The District shall, through their program management and construction management providers, engage in efforts to communicate opportunities afforded by the District's facilities construction, maintenance and repair programs to LMWBEs, including but not limited to:

- Communicate opportunities associated with District facilities construction, maintenance and repair programs to the citizens of Chatham County.
- Work with other local governments and relevant community organizations to provide technical assistance and guidance to LMWBEs;
- Develop strategies to assist prime contractors in maximizing their utilization of LMWBEs;
- Develop and provide informational sessions to educate LMWBEs in the requirements of the District's procurement process;
- Provide notices as outlined above and maintain a list of vendors who have provided or are interested in providing services to the District, as outlined above.

The District may, from time to time, audit vendor contracts with and payments to LWMBE contractors and subcontractors and may require that proof of such contracts and payments be provided to the District.

All bidders must read, complete and return all of the LMWBE forms attached to this RFP and provide an LMWBE plan meeting the requirements set forth in Attachment A as part of their Proposal.

Q. The District's Reservation of Rights to Cancel this RFP, to Amend the RFP Process, to Disqualify Offerors, and to Waive Irregularities and Technicalities.

The District, in the discretion of the Purchasing Director, the Director of Budgeting Services, the Superintendent, or the District's governing body, the elected School Board, may cancel this RFP at any time before the District awards a contract to any Offeror(s). The District may decline to purchase the goods and/or services solicited in this RFP at all or it may decide to purchase some or all of the same goods and/or services through a similar or different procurement process.

The District, in the discretion of the Purchasing Director, the Director of Budgeting Services, the Superintendent, or the District's governing body, the elected School Board, reserves the right to amend this RFP and all attachments in any way and at any time (without cancelling it in its entirety) before the deadline for the submission of proposals. Any addenda amending this RFP will be made available to all Offerors on the District's website. As stated above, the submission deadline will be extended at least seventy-two (72) hours if any addenda is issued less than seventy-two (72) hours before the submission deadline.

The District further reserves the right to amend this RFP in any way after the deadline for the submission of proposals (without cancelling the RFP in its entirety), except the District will not amend the proposal formatting or submission requirements, the criteria for determining whether the Offeror is a "responsive" or "responsible" Offeror, or any of the initial evaluation criteria used for determining whether the Offeror is "reasonably susceptible of being selected for award" or "short-listed," phrases commonly used by the Purchasing Department to indicate that an Offeror performed well enough on the initial evaluation criteria to be eligible to participate in interviews or subsequent rounds of evaluations. A non-exclusive example of such an amendment to an RFP may be changes to second round evaluation criteria to help differentiate those short-listed Offerors determined to be "reasonably susceptible of being selected for award."

The District further reserves the right to redo any stage of this RFP (without cancelling it in its entirety) if the District, in the discretion of the Purchasing Director, the Chief Financial Officer, the Superintendent, or the District's governing body, the elected School Board, has concerns that a stage of the RFP should be redone to eliminate any question of whether it was conducted properly.

The District reserves the right to reject any and all proposals submitted in response to this RFP, and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the District.

The District has the right to disqualify a proposal of any Offeror on the basis that the proposal is "nonresponsive" or the Offeror is "not responsible."

A proposal shall be deemed "nonresponsive" if it fails to include all of the information or documents required by this RFP.

An Offeror shall be deemed "not responsible" if the District determines that the Offeror fails to meet the minimal requirements to be eligible for consideration, including but not limited to, a lack of capacity to do the work or provide the services requested, a lack of proper insurance, the lack of a valid business license, failure to satisfy e-Verify requirements, negative past performance ratings on District projects, being disqualified from working for the District because of poor performance on a prior project, or some other reason that gives the District reason to question the responsibility or reliability of the Offeror. The District reserves the right to request an Offeror to provide additional information in response to any concern that an Offeror may not be a "responsible" Offeror. Failure to provide the requested additional information, in itself, will be sufficient grounds for the District to declare the Offeror to be not "responsible" for the purposes of this RFP.

Offerors represent that, to the best of their knowledge, all information that they submit to the District in response to this RFP, whether through a proposal or otherwise, is true and correct. If the District determines that information submitted by the Offeror is incorrect, the District may disqualify a proposal as "non-responsive." If the District determines that an Offeror intentionally misrepresented information submitted in response to the RFP, the District may disqualify the Offeror on the basis that it is "not responsible" for this solicitation and in future solicitations.

R. Evaluation and Award of Contract.

A contract with the District, if one is awarded at all, for the goods and/or services requested in this RFP will be awarded by means of the evaluation process described in in "Attachment A - Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements."

Depending on the nature of the goods and/or services the District may provide a sample of the contract it is willing to execute with a successful Offeror. If such a sample contract is attached, then the Offeror is deemed to have agreed that all of the terms contained therein will be acceptable by submitting a proposal. If the Offeror wants to propose materially different terms, then the Offeror should file a request for Material Substitution using the procedure outlined above before submitting its proposal.

For other goods and/or services, the District may ask Offerors to provide a proposed contract. The terms of that proposed contract will be evaluated as part of the selection process and the District may ask short-listed Offerors determined to be reasonably susceptible for award to negotiate specific terms. The specifications for the goods and/or services requested by this RFP may also include specific contract terms outlined in "Attachment A - Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements" that should be included in any contract proposed by an Offeror.

By way of a non-exclusive example, the specifications may provide that the District will not agree to any contract provision requiring the District to indemnify any Offeror as such provisions are prohibited by District policy and state law. Conversely, there may be times when the District requires an Offeror to maintain certain levels of insurance, to honor certain warranties, or to provide indemnities to the District.

S. Consideration of Offeror Past Performance.

Successful Offerors should be advised that they will be evaluated by the District over the duration of the contract period. Performance will be documented. Poor performance may result in the Offeror being disqualified on future RFPs or may result in the deduction of points from the Offeror on a future RFP. Good performance may result in the Offeror receiving additional points on future RFPs.

T. Public Information.

It is the policy of the District that at the conclusion of the selection process, the contents of all proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the proposal. Failure to list all proprietary sections of the submitted proposal shall relieve the District from any responsibility should such information be viewed by the public, a competitor, or be in any way accidentally released.

If this RFP is cancelled before an award is made, proposals will not be made available for public inspection to prevent Offerors from having an unfair advantage in future solicitations for the same goods or services.

U. Bidder Questions, Requests for Interpretations, Requests for Substitution of Services or Changes to Proposed Contract terms, and Issuance of Addenda.

If a Bidder should have any questions relating to this RFP including but not limited to the interpretation of RFP language, the specifications for the goods and/or services requested, the terms of sample contract provisions attached to this solicitation, the preparation or submission of bids, or the evaluation and contract award process outlined in this RFQ, the Bidder may deliver written requests for interpretation to the following to the Purchasing Department through the e-Builder program, which may be accessed at no cost to Offerors using the link listed below.

<https://gateway.app.e-builder.net/app/bidders/landing?accountid=264b947c-7aa7-45ff-9a33-9fe32d5e6d02&projectid=cb702eac-b435-4529-8c4e-a2054cae4587&bidpackageid=3865a5f9-8257-4d60-8404-7becae936d42>

For technical support questions with using e-Builder only, please contact support@e-builder.net or call 888-288-5717.

All answers to questions or requests to substitute services or contract terms shall be made by addenda to the ITB and shall be made available to all Bidders through e-Builder and on the District's website. While the District will also make a good faith effort to send any addenda to all Bidders who have registered to respond to this solicitation through the e-Builder Portal, submitted requests for interpretations to the District, or otherwise communicated an interest to receive notice of addenda through e-Builder, the District's failure to provide a Bidder with individualized notice of an addenda will not provide a Bidder with grounds to protest the implementation of this ITB. Bidders are ultimately responsible themselves for keeping track of addenda issued by the District before the deadline for submitting bids in response to this ITB.

All requests for interpretation or substitutions must be submitted to the Purchasing Department before the close of business, 5:00 p.m. on Friday, November 8, 2024, through e-Builder. The District shall not be required to answer any questions about this ITB submitted after 4:59:99 p.m. on the due date, as may be amended.

The Purchasing Department will extend the deadline for submitting bids for all Bidders by at least seventy-two (72) hours if it issues any addenda within seventy-two (72) hours before the scheduled bid submission deadline.

The Purchasing Director, or her designee, in her discretion, may extend the deadline for submitting requests for interpretation for all Bidders if the deadline for submitting bids is also extended.

V. Protests

Any actual Offeror or bona fide prospective Offeror who is aggrieved in connection with this RFP may protest to the Purchasing Director by email, mail, private courier, such as Fed-Ex or UPS, or hand-delivery,

Savannah-Chatham County Public School System
Attn.: Sabrina L. Scales, Senior Purchasing Director
208 Bull Street, Room 213
Savannah, GA 31401
Email: purchasing@scppss.com

By submitting a Proposal in response to this RFP without filing a protest observing the deadlines set forth below, the Offeror waives any objection to the content of this RFP (including any attachment or addenda) issued prior to as well as any objection to any procedure outlined therein. Protests filed after the deadline for submissions shall only concern the implementation of the RFP as applied to the Offeror or addenda issued after the submission date.

Any protest to the content of this RFP (including any attachment or addenda) as well as any objection to any procedure or evaluation criteria outlined therein must be received by the District (not just sent) no later than five (5) business days prior to the deadline for submissions of proposals, unless the objection concerns an addenda issued fewer than five (5) business days prior to the deadline for submissions of proposals, in which case, an objection must be received to that addenda at any time before the submission deadline.

Any protest made after the submission deadline must be received by the District within five business (5) days after the action by the District on which the grievance is based, but in no case later than five business (5) days after the date of the District's notice of intent to award a contract for the provision of goods and/or services requested in his RFP, which will be transmitted by email to all Offerors.

The District shall not intentionally withhold information that is stated in this RFP to be forthcoming at certain intervals, but failure of the District to notify an Offeror who might be aggrieved by the content of such notification shall not give rise to any claim or rights resulting from said failure. Only formal protests will be considered, and in order for a protest to be considered as formal, it must be presented in written form, and must contain a minimum of the following:

- A specific identification of the statutory or regulatory provision(s) that the District's purchasing staff member or department is alleged to have violated,
- A specific description of each act alleged to have violated the statutory or regulatory provision(s) identified above,
- A precise statement of the relevant facts that include timelines and all involved parties, and
- An identification of the issue(s) that needs to be resolved that support the protest.

The letter of protest shall be taken under consideration by the Chief Financial Officer and/or the Superintendent, who shall respond to the protesting Offeror within ten (10) business days of receipt of the letter of protest. The initial written response may explain that the Chief Financial Officer and/or the Superintendent need additional time to review the Protest. In any event, a final decision will be issued on the Protest by the Chief Financial Officer and/or the Superintendent before the execution of a final contract with the successful Offeror. This written decision shall be final and conclusive.

W. Offerors Not Entitled to Reimbursement for their Costs Associated with Submitting Proposals.

The District recognizes that participating in this RFP process, or any government procurement process, can be time consuming and expensive for Offerors. In participating in part of this process, Offerors acknowledge that their costs in participating in this process are the costs of attempting to do business with the District.

All Offerors or potential Offerors, including unsuccessful Offerors or Offerors or potential offerors who file protests, agree that the District shall not be responsible for reimbursing the Offeror for any costs they may incur in connection with this RFP, including staff time, printing costs, attorneys' fees, or expenses of litigation.

X. Gratuity Prohibition.

No Offeror shall offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the District for the purpose of influencing consideration of this solicitation.

Y. Certification of Independent Submission of Proposals.

By submitting a proposal in response to this RFP, the Offeror must certify that:

1. The information in this Proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition with any other Offeror or with any competitor;
2. The information in this Proposal has not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to the District's final determination regarding this RFP, directly or indirectly to any other Offeror or to any competitor;
3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition; and,
4. In the event the Offeror is a partnership or joint venture, each party thereto certifies the above.

III. RFP ATTACHMENTS, SPECIFICATIONS, SAMPLE CONTRACTS, AND FORMS

The following attachments, specifications, sample contracts and forms are part of this RFP and are herein incorporated by this reference.

A. Attachment A: Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements.

B. Attachment B: Forms to be submitted with this RFP.

1. Solicitation Form 1: Proposal Submission Checklist
(to be included on the front of any proposal)
2. Solicitation Form 2: Proposal Certification Form
(to be included behind the checklist and before the Offeror's proposal)
3. Solicitation Form 3: Contractor Affidavit Under O.C.G.A. § 13-10-91
4. Solicitation Form 4: Subcontractor Affidavit Under O.C.G.A. § 13-10-91
(only needed if subcontractors will be used)
5. Solicitation Form 5: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91
(only needed if sub-subcontractors will be used)

6. Solicitation Form 6: GMP Proposal Form
7. Solicitation Form 7: Bid Security Form: Sample Bid Bond form showing material terms for a bid bond, if one is required because the bid exceeds \$100,000.00

C. Attachment C: Additional information for each renovation project.

Attachment A to RFP # C25-05 (ESPLOST)
CMR Services for Georgetown K-8 Renovations

**Goods and/or Services Requested, Format of Proposals,
Evaluation Criteria for Award, and Contract Requirements.**

The project specifications listed in this section supersede any contradictory references made in the General Terms and Conditions section of this RFP.

1.0 General Intent.

The intent of these specifications is to solicit formal sealed proposals from firms qualified to provide Construction Management at Risk (CMR) Services for the **Georgetown K-8 School Renovations** project located at 1516 King George Blvd., Savannah GA 31419. Included in the project is the renovation for a swing site located at 430 Tibet Avenue, Savannah, GA 31406 and referred to as “Largo Tibet Swing Site” to be used as a swing site for Georgetown K-8, while Georgetown K-8 is being renovated.

The firm selected through this RFP will enter into a contract with the District in a Construction Management at Risk Agreement with an initial Stated Cost Limitation of \$25,000,000. The firm selected through the RFP will provide a Guaranteed Maximum Price (GMP) after contract award. If acceptable to the Owner, the CMR will be issued a GMP change Order setting the GMP and authorizing the CMR to proceed to construct the project. The Contract used for this project will be the AIA Document A133 – 2019 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, as revised by the District and advertised with this Solicitation or subsequent amendment.

2.0 Background Information.

ESPLOST IV provides the funding for the Georgetown K-8 School Renovations. The District is seeking Construction Management at Risk (CMR) proposals for the construction work associated with the project and as defined in the Scope of Services. The successful contractor will enter into a contract directly with the school district and must assume all the responsibilities and duties of a direct contract. Local Firms and Minority Business Enterprises are encouraged to respond to this RFP. The District encourages the participation of Local, Minority, Women owned, and Social Disadvantaged enterprises.

The architects for the project are:

1. Georgetown K-8: Cogdell Mendralla Architects
2. Largo Tibet: Barnard Architects.

Current plans, specifications, and design information are made available to each Offeror for reference and project information.

At the time of this RFP, both projects are in early phase design. Complete plans and specifications for the Swing Site are expected in December 2024 and for Georgetown K-8 in April 2025. Pre-GMP services for both sites will be authorized with the contract award. When GMP plans are provided for the Georgetown K-8 Work, the CMR will propose a GMP Amendment with a Guaranteed Maximum Price and Schedule of Values for the Work.

Anticipated Schedule (Subject to Change):

- CMR Contract award – Mid-January 2025
- GMP Approval – May 2025
- Georgetown Occupies the Swing Site – July 2025
- Total Project Completion – May 2026

3.0 Scope of Services Requested by this RFP

The scope of services completed under the GMP by the CMR includes but is not limited to:

- Preconstruction Services
- Development of a GMP
- Demolition, as required.
- Renovation and new construction of buildings and site.
- All permits, bonds, insurance, and other requirements as specified and as required for the project.
- **Largo Tibet Swing Site Renovations** – This first phase of the project involves the renovation of the school identified as the Largo Tibet Swing Site to prepare a temporary home for the staff and students of Georgetown K-8. The renovations of Largo Tibet Swing will occur during the 2024-2025 school year (while unoccupied) and be ready to receive the students and staff of Georgetown K-8 for the 2025-2026 school year. Renovations include window replacement, HVAC, finishes, and site modifications. The architect for the Swing Site project is, Barnard Architects LLC.
- **Georgetown K-8 Renovations** – This second phase of the project involves the relocation of Georgetown K-8 School to and from the Largo Tibet Swing Site and a full renovation of Georgetown K-8 during the 2025-2026 school year (while unoccupied). The renovations include the entire campus which includes a new larger gymnasium, window replacement, interior finishing, bathroom renovations, roof replacement, ceiling and floor replacement, electrical improvements, paving and sidewalk replacement, and storm water improvements. Architect for the Georgetown K-8 project is, Cogdell Mendrala, Architects.

4.0 RFP Response Requirements

Provide written responses to the following parts of the evaluation to be submitted in response to the RFP.

Part A - Company Information (5%) (TAB A)

1. **Provide Company Information. Company name, address, name of primary contact, contact information and company web site.**
 - a. Identify the office in which this project will be managed from and proximity to the site.
 - b. Describe staffing and resources of the office.
 - c. Briefly describe the history and growth of the firm.
 - d. Provide Information on any litigation or claims against your company in the last 10 years.
 - e. List the firm's annual revenue for the past 5 years and supply main financial and banking references.
2. **Completion of all Solicitation Forms**
3. **Minimum Compliance and Qualifications Criteria.** To be deemed eligible for evaluation, Offeror must meet the following compliance and minimum qualifications criteria:
 - a. **Proof of Bonding Capacity.** Offeror must demonstrate that it has sufficient bonding capacity for anticipated total cost of the work. Enclose letter from Surety to clearly stating Offer's ability to provide bonding for the project of at least \$25,000,000. enough to cover the estimated cost of 25,000,000. plus, potential amendments increasing the total value of the project. Performance and payment bond will be required for the full amount of the GMP contract and increased as the contract amount is increased.

- b. **Proof of the Ability to Meet Insurance Requirements.** Offeror must demonstrate that it is insurable for the following limits: Commercial General Liability – 10,000,000 general aggregate per project; Commercial Business Automobile Liability - \$1,000,000 to include bodily injury per person and property damage; Workers Compensation per statutory limits; Employers' Liability - \$1,000,000 per accident to include disease per employee; Commercial Umbrella Liability - \$2,000,000 per occurrence and \$10,000,000 aggregate; Builders' Risk written on 1991 Cause of Loss-Special Form or its equivalent. Enclosed letter from the insurer, stating that Offeror is insurable as indicated.
- c. **General Contracting Licensing Requirements.** Offeror must hold a general Contractor License issued by the Secretary of the State of Georgia, and provide copy(ies) thereof, showing name of Qualified Agent for the Offeror.
- d. **Proof of Business Licenses/Business Entity Status.** If a business entity required to register with the Secretary of the State of Georgia, Offeror must provide a copy of their Current Annual Registration with the State of Georgia (G.C.G.A. 43-42-9). If an Offeror is not a business entity required to register with the State of Georgia Secretary of State, Offeror must prove to the District's satisfaction that it is a valid Business entity and provide any corporate documents requested by the District such as written partnership agreements Etc. Offeror must also provide a copy of its current local Business License and Tax certificates.

Part B. Experience on Similar Projects (25%) (TAB B)

Provide information of the firm's experience on projects of similar size, function, and complexity (similar types of construction as the incumbent project). Describe no more than five (5) and no less than three (3) projects in the last 10 years, in order of most relevant to least relevant, which demonstrates the firm's capabilities to perform the project at hand.

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

A lack of previous experience with a job of this size for which the bid or proposal is being sought if:

- i. The bid or proposal is not more than 30 percent greater in scope or cost from the responsible bidder's previous experience in jobs;
- ii. The responsible bidder has experience in performing the work for which bids or proposals are sought.
- iii. The responsible 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.
- iv. 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.

Part C. Staffing Plan (25%) (TAB C)

Provide information on the firm's proposed staff. Identify project key individuals and provide relevant experience, resumes, job description, responsibilities, and project organizational chart.

Part D. LMWBE Program (15%) (TAB D)

Provide the firms proposed LMWBE plan and goals for this project that are responsive to the Board's policy. Describe the good faith efforts that will be undertaken to maximize the utilization of qualified LMWBE's and promote capacity building within the local construction community by use of partnerships, teaming, and mentorships to provide LMWBEs with relevant and necessary experiences to grow their business. The Offeror's own status as an LMWBE does not excuse the Offeror from submitting an LMWBE plan and does not guarantee Offeror points for their plan. Furthermore, an Offeror that does not meet the criteria of an LMWBE enterprise, itself, may still obtain points based on the quality of its LMWBE plan.

Part E. Construction Management at Risk Proposal (10%) (TAB E)

Provide the percentages as described in Solicitation Form 6 – Proposal Form for the Georgetown K-8 school project and swing school Largo-Tibet project as a single project.

Part E. Questions (20%) (Tab E)

Provide detailed responses that addresses each question. The purpose of this section is to understand your company's approach to each of the topics presented.

- a. What differentiates your firm from other firms in suitability for the project?
- b. Describe how your company will maintain quality throughout the design, bidding, construction and post construction.
- c. Describe your firm's effort and commitment to value engineering, value management, and constructability reviews; and provide results and documentation to support these efforts.

5.0 Silence of Specifications.

The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.

6.0 Evaluation Procedure and Procedure for Award.

By the proposal submission deadline, Offerors will submit their proposals in response to this RFP. Proposals shall be formatted as described in Section 7.0, Manner of Preparation, Order of Required Forms and Documents, and Organization of Proposals, and Submission of Fee Proposals, and **should be submitted with all the forms and documents requested.** Proposals will initially be reviewed by the Purchasing Department to determine whether the Proposals are "responsive", and the Offerors are "responsible" as described in the General Terms and Conditions of this RFP in light of the goods and/or services requested in this RFP as described more fully in this attachment "A." If any proposal is determined not to be "responsive," the Purchasing Department will inform the Offeror in writing that its proposal will not be considered on the basis that it is not "responsive." If any Offeror is determined by the Purchasing Department to not be "responsible," the Purchasing Department will inform the Offeror in writing that its proposal will not be considered on the grounds that the Offeror is not a "responsible" Offeror.

After the Purchasing Department determines whether the proposals are "responsive" and the Offerors are "responsible," an Evaluation Committee will evaluate all of the "responsive" proposals from all of the "responsible" Offerors using the evaluation criteria set forth below and score the proposals. The Evaluation Committee may determine that all proposals are good enough to be "reasonably susceptible for award" or it may determine that only a certain number of Offerors are "reasonably susceptible of being selected for award" and create a short list of those Offerors that the SCCPSS is most interested in contracting with.

After the Evaluation Committee has completed its final ranking of “short-listed” Offerors determined to be “reasonably susceptible for award,” the Superintendent or her designees may allow discussions, negotiations, and revision of proposals for the purposes of obtaining best and final offers; or recommend for award the best ranked Offeror. If the Superintendent or her designees allow discussions, negotiations, and revision of proposals for the purposes of obtaining best and final offers; all Offerors determined to be “reasonably susceptible for award” may be given an opportunity to participate in such discussions, negotiations, and revisions. Such discussions, negotiations, and revisions shall be conducted in such a way so as not to disclose the contents of competing Offerors. After best and final offers have been obtained from all Offerors “reasonably susceptible for award,” the Superintendent or her designee shall recommend for approval to the District’s governing body, the elected School Board, the proposal determined to be the most advantageous to the District, taking into consideration the evaluation factors set forth in the request for proposals. The elected School Board may vote to approve the recommendation, reject the recommendation and request that the Superintendent or her designees continue negotiations with Offerors in an attempt to find a more acceptable proposal, or reject the recommendation and cancel the solicitation in its entirety. If the solicitation is canceled, the District may seek to obtain the same good and/or services through a similar or different competitive process.

The Superintendent or her designees may make their own assessment of the evaluation factors set forth in this request for proposals and they are not bound by the evaluation of the Evaluation Committee. The Evaluation Committee’s scoring is meant to serve as a tool to assist the Superintendent, her designees, and the elected School Board, and to make an initial determination of whether an Offeror is reasonably susceptible for award and eligible for contract negotiations.

Similarly, the elected School Board may make its own assessment of the evaluation factors set forth in this request for proposals, and it is not bound by the evaluation of the Evaluation Committee, the Superintendent, or her designees.

7.0 Manner of Preparation, Order of Required Forms and Documents, and Organization of Proposals, and Submission of Fee Proposals.

7.1 Manner of Preparation.

All proposals shall be:

1. Typewritten or legibly printed in ink and signed by an authorized representative either by hand or electronically by typing the signature using the following format: “s/Representative’s Name”.
2. All proposals shall be submitted in the PDF format. A paper copy may be scanned to PDF or an electronic copy may be save directly to PDF
3. Please include with your proposal all documents requested by this solicitation, including, but not limited to, a copy of your firm’s current business license and certificate of insurance.
4. Failure to include all the information and/or documents requested by this solicitation could result in the offeror’s proposal not being considered by the SCCPSS.
5. While all forms are required, Offerors will not be required to submit notarized forms with their initial proposal. However, all forms must be signed. The successful Offeror will be required to submit notarized forms when normal operations resume.
6. If the successful Offeror fails to supplement the notarized forms with notarized copies or if it appears that a form originally submitted was false, then the District reserves the right to rescind any contract before or after award and/or hold the Offeror liable for damages.

Offerors are encouraged to carefully review all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

7.2 Order of Required Forms and Documents.

For this solicitation, the proposal, forms, and requested documentation should be submitted to the Purchasing Department in the following order to facilitate Purchasing Department review. The total absence of any of these forms or documents will result in the proposal being declared to be “nonresponsive.”

TAB A

1. Solicitation Form 1: Proposal Submission Checklist
2. Solicitation Form 2: Proposal Certification Form
3. Solicitation Form 3: Contractor Affidavit Under O.C.G.A. § 13-10-91
4. Solicitation Form 4: Subcontractor Affidavit Under O.C.G.A. § 13-10-91
(submit only if contractor may use subcontractors)
5. Solicitation Form 5: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91
(submit only if subcontractors may use sub-subcontractors)

TAB B

1. Experience – Created by Offeror

TAB C

1. Staffing Plan – Created by Offeror

TAB D

1. LMWBE Program - Created by Offeror

TAB E

1. Solicitation Form 6: Proposal Form
2. Solicitation Form 7: Bid Security Form: Sample Bid Bond form showing material terms for a bid bond, if one is required because the bid exceeds \$100,000.00
- 3.

TAB F

1. Questions – Created by Offeror

7.3 Organization of Proposals.

Offerors' typewritten or legibly printed proposals shall be organized and tabbed to track the evaluation criteria that will be used by the DISTRICT to evaluate proposals:

8.0 Evaluation Criteria

For this solicitation, Proposals will be evaluated using the following Evaluation Matrix by an Evaluation Committee of District staff and/or outside consultants (unaffiliated with any Offeror) engaged by the SCCPSS for the purpose of evaluating proposals. If the Evaluation Committee elects to shortlist and conduct interviews the committee will use the same Evaluation Matrix and may make changes to the point score based on the interview for final ranking.

Evaluation Criteria for Shortlist	Available Points
Company Information (Tab Section A)	5
Experience (Tab Section B)	25
Staffing Plan (Tab Section C)	25
LMWBE Program (Tab Section D)	15
CMR Proposal (Tab Section E)	10
Questions (Tab Section F)	20

9.0 Terms of Contract.

For this solicitation, the District has attached a Sample Contract (AIA-A133-2019 (Cost of Work Plus a Fee with a Guaranteed Maximum Price and AIA-A201-2017 General Conditions) (as modified by the District) for the provision of the goods and/or services requested by this RFP. By submitting a proposal, the Offeror agrees that all the terms of the Sample Contract are acceptable to the Offeror. If any of the

terms of the Sample Contract are not acceptable to the Offeror, then District requests that the Offeror provide a Request for Material Substitution before submitting its Proposal asking to substitute different terms. The District reserves the right to reject any proposals that does not contain the terms of the Sample Contract or contains other terms unacceptable to the District. The District further reserves the right to negotiate any and all terms of an Agreement until the time an Agreement is signed by a representative of the District with proper authority from the District's governing body, the elected School Board, as well as negotiate any Change Orders or modifications after execution that may be appropriate.

**End of Attachment A
Forms to Follow**

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C25-05 (ESPLOST) - ATTACHMENT B**

SOLICITATION FORMS

1. Solicitation Form 1: Proposal Submission Checklist
(to be included on the front of any proposal)
2. Solicitation Form 2: Proposal Certification Form
(to be included behind the checklist and before the Offeror's proposal)
3. Solicitation Form 3: Contractor Affidavit Under O.C.G.A. § 13-10-91
4. Solicitation Form 4: Subcontractor Affidavit Under O.C.G.A. § 13-10-91
(only needed if subcontractors will be used)
5. Solicitation Form 5: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91
(only needed if sub-subcontractors will be used)

6. Solicitation Form 6: CMR Proposal Form
7. Solicitation Form 7: Bid Security Form: Sample Bid Bond form showing material terms for a bid bond, if one is required because the bid exceeds \$100,000.00

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C25-05 (ESPLOST) - SOLICITATION FORM 1**

Proposal Submission Checklist

Please include this Proposal Submission Checklist on the front of your proposal and check which documents are included.

TAB A

1. Solicitation Form 1: Proposal Submission Checklist
2. Solicitation Form 2: Proposal Certification Form
3. Solicitation Form 3: Contractor Affidavit Under O.C.G.A. § 13-10-91
4. Solicitation Form 4: Subcontractor Affidavit Under O.C.G.A. § 13-10-91
(submit only if contractor may use subcontractors)
5. Solicitation Form 5: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91
(submit only if subcontractors may use sub-subcontractors)

TAB B

1. Staffing Plan – Created by Offeror

TAB C

1. Schedule - Created by Offeror

TAB D

1. LMWBE Program- Created By Offeror

TAB E

1. Solicitation Form 6: CMR Proposal Form
2. Solicitation Form 7: Bid Security Form: Sample Bid Bond form showing material terms for a bid bond, if one is required because the bid exceeds \$100,000.00
- 3.

TAB F

1. Questions – Created by Offeror

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C25-05 (ESPLOST) SOLICITATION FORM 2
Proposal Certification Form

Please complete this form and sign it in the presence of a notary:

A. Local and/or Minority/Woman Business Enterprise Development Information.

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting bids or proposals are required to report ownership status.

- | | | |
|---|------------------------------------|--|
| <input type="checkbox"/> Local | <input type="checkbox"/> Woman | <input type="checkbox"/> Asian-American |
| <input type="checkbox"/> African-American | <input type="checkbox"/> Hispanic | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> Majority | <input type="checkbox"/> Non-Local | |

B. Offeror's Certification.

This is to certify that I, on behalf of the undersigned Offeror, have read this RFP in its entirety (including all attachments) and agree to be bound by the provisions of the contained herein.

This ____ day of _____ 202 ____ By: _____
Name (printed)

Title

Signature

Company

Address (Street, City, State, Zip)

Phone No.

Email Address

Federal Taxpayer I.D. No.

e-Verify No.

Contact Person for This Bid

Phone Number

Acknowledge Receipt of Addendum(s) #____#____ #____#____ #____#____

D. NOTARY:

Subscribed and sworn before me on

This the ____ day of _____, 202____

Notary public

My commission expires

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C25-05 (ESPLOST)- SOLICITATION FORM 3**

Contractor Affidavit Required by O.C.G.A. § 13-10-91(b)

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 Savannah-Chatham County Public 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, if awarded a contract, 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 _____

RFP C25-05 (ESPLOST) CMR Services for Georgetown K-8 Renovations

The Board of Public Education for the City of Savannah and the County of Chatham

Name of Public Employer

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

_____, 202_____ in _____, and _____
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 _____, 202_____

NOTARY PUBLIC

My Commission Expires

BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C25-05 (ESPLOST) - SOLICITATION FORM 5
(Required only if the Offeror may use subcontractors)

Sub-Subcontractor Affidavit Required by O.C.G.A. § 13-10-91(b)

By executing this affidavit, the undersigned sub-subcontractor 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 under a contract with _____ (prime contractor) and _____ (subcontractor) on behalf of the Savannah-Chatham County Public School System ("SCCPSS") 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 sub-subcontractor will continue to use the federal work authorization program throughout the contract period, if awarded a contract, and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned sub-subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Sub-subcontractor 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 Sub-Subcontractor*

RFP C25-05 (ESPLOST) CMR Services for Georgetown K-8 Renovations

Name of Project

Savannah-Chatham County Public School System

Name of Public Employer

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

_____ in _____, and _____
Date City State

_____ *Signature of Authorized Officer or Agent*

_____ *Printed Name and Title of Authorized Officer or Agent*

Subscribed and sworn before me on

This _____ day of _____, 202_____

_____ *Notary Public*

_____ *My commission expires*

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFP # C25-05 (ESPLOST) - SOLICITATION FORM 6**

Proposal Form

1. CMR'S FEE:

Basis of Fee. The CMR's fee is the amount, established by and agreed to by both parties, which is the full amount of compensation due to the CMR as gross profit, and for any and all expenses of the Project not included and identified as a Cost of the Work, provided that the CMR performs all the requirements of the Contract Documents within the time limits established. (See General Requirements of Specimen Contract.)

A. PRECONSTRUCTION FEE PERCENTAGE:

Pre-Construction Fee. For the pre-construction consulting services provided by CMR as set forth in the General Requirements of Specimen Contract, Board shall pay to CMR a Preconstruction Fee. Pre-Construction Fee shall be expressed a percentage (%) of the proposed maximum Pre-Construction Costs associated with the Pre-Construction Phase for the project

	TOTAL
Pre-Construction Fee	_____ %

B. CONSTRUCTION FEE PERCENTAGE:

Construction Fee. For the construction services provided by CMR as set forth in the General Requirements of Specimen Contract, Board shall pay to CMR a Construction Fee. Construction Fee shall be expressed a percentage (%) of the Cost of the Work and Overhead Costs and Expenses.

	TOTAL
Construction Fee	_____ %

C. CAP ON CMR TOTAL COST PERCENTAGE OF GMP:

The CMR TOTAL COST is the sum of the CMR's Pre-Construction Costs + CMR's Pre-Construction Fee + CMR's Construction Overhead Costs and Expenses + CMR's Construction Fee at the time of GMP Amendment that establishes the GMP for the project. This CMR TOTAL COST divided by the GMP equals the CMR TOTAL COST PERCENTAGE OF GMP. If, at the time the CMR and School District, prepare the GMP amendment and the estimated CMR TOTAL COST PERCENTAGE OF GMP exceeds the CAP ON CMR TOTAL COST PERCENTAGE OF GMP offered below, the CMR agrees to reduce its costs or fees such that its total compensation for the project does not exceed the offered CAP ON CMR TOTAL COST PERCENTAGE OF GMP. In other words, this is maximum amount that CMR should expect to make above the actual Cost of the Work, subject to adjustment under the contract for changes to the Scope of Work that may be made after Scope of Work is approved at the time of the GMP Amendment.

CAP ON CMR TOTAL COST PERCENTAGE OF GMP will not exceed	_____ %
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In submitting this proposal, I agree to the following:

- To hold my proposal and all fees valid for a period of one-hundred twenty (120) days.
- To enter into and execute a contract, if awarded on the basis of this proposal.
- To accomplish the work in accordance with the contract documents and specifications.
- To complete the work by the time as proposed in the RFP.
- I will deliver and complete the services outlined in the solicitation documents.

The undersigned, having read and examined the documents and Attachment "A" specifications, understands the requirements of this proposal and agrees to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. and further understands that the Savannah/Chatham County Public School System will not be responsible for any cost not specifically set forth in this proposal.

Individual Name: _____

Signature: _____

Firm Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
SOLICITATION FORM 7**

BID SECURITY FORM

NOTE TO CONTRACTOR: Use of Surety's standard Bid Bond form is acceptable as long as it substantially complies with the following form.

KNOW ALL BY THESE PRESENTS, That we, {Insert Contractor's Legal Name and Address} as Bidder, hereinafter called the Principal, and {Insert Legal Name and Address of Surety}, a corporation duly organized under the laws of the State of {Insert State of Corporate Organization}, as Surety, are held and firmly bound unto:

DISTRICT: _____
Attention: _____
Phone Number: _____
Facsimile Number: _____

as Obligee, hereinafter called the Obligee in the sum of _____ (Not less than five percent of the Bid) Dollars (\$ _____), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a Bid for: **BID #C25-06 CTAE Modifications at Davis Edwards Harris (DEH) Educational Complex**

NOW, THEREFORE, if the Obligee shall accept the Bid of the Principal and (1) the Principal shall enter into a Contract with the Obligee in accordance with the terms of such Bid, and the Principal shall execute the Contract and give such bond or bonds as may be specified in the Bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) in the event of the failure of the Principal to enter such Contract and give such bond or bonds, and the Principal shall pay to the Obligee the difference not to exceed the difference hereof between the amount specified in said Bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said Bid; then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this _____ Day of _____, 20____

Name of Contractor _____

By: **[Insert Name of Contractor's Principal]** (Seal)

Title; _____

Name of Surety: _____

By: **[Insert Name of Surety's Agent]** (Seal)(*)

Title: _____

(*) Attach Power of Attorney

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public

My Commission expires this _____ day of _____, 20____