



**FOOTHILLS EDUCATION CHARTER
HIGH SCHOOL
DANIELSVILLE, GEORGIA**

**REQUEST FOR PROPOSAL
FOR
CONSTRUCTION MANAGEMENT
SERVICES**

INTRODUCTION

The Foothills Education Charter High School (FECHS) desires to retain the services of a professional Construction Management (CM) firm for the management, under a construction management/contractor format, for the construction of certain facility projects. This request is for **renovation of a leased building to serve as the regional/central office**. The cost of the renovations should not exceed \$1 million.

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

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

SCOPE AND STYLE OF SERVICES TO BE PERFORMED

In issuing the RFP, it is the intent of FECHS that the successful CM will provide the required services for a fixed fee to be mutually agreed upon by the parties. It is further the intent of FECHS that the successful CM will provide a Guaranteed Maximum Price (GMP) for the cost of the construction of the projects to include a Guaranteed Delivery Date (GDD). FECHS also requires that the successful CM accept the following stipulations:

- I. Provide Performance and Material and Labor Payment Bonds in the amount of 100% of the GMP, pursuant to O.C.G.A. 36-91-40, et. seq.
2. Individual Trade Contracts will be between the CM and the Trade Contractors, subject to FECHS approval.
3. The CM will not perform any portion of the project with its own forces except as may be mutually agreed to by the lessor and the CM.
4. The CM will be "at risk" in the proposed undertaking and will be responsible for completing the project within the GMP.
5. Should the final cost of the project be less than the GMP, all savings shall revert to FECHS.
6. An agreed percentage of pay applications will be held in retention.
7. FECHS shall have the authority to suspend, terminate, or supplement performance of the project.
8. Construction Manager will share with FECHS the calculations and assumptions on which the CM's proposed GMP is based.

LIST OF REPRESENTATIVE SERVICES TO BE PROVIDED BY THE CM

Project Planning

The CM is expected to work with the lessor to plan the project to include:

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

Bidding and Awarding Phase

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

Construction Phase

- I. Maintain on-site staff for construction management.
2. Establish and maintain coordinating procedures.
3. Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction and occupancy.
4. Conduct and record job meetings.
5. Prepare and submit change order documentation for approval of the architect and FECHS.
6. Maintain a system for review and approval of shop drawings.
7. Maintain records and submit routine reports to architect and FECHS.
8. Maintain quality control and ensure conformity to contract documents.

9. Provide cost control through progress payment review and verification according to the approved schedule and contract amounts.
10. Coordination of post completion activities, including the assembly of guarantees, manuals and the lessor's final acceptance.

SELECTION OF CM

The services being sought under the RFP are considered professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the proposers which will result in an award that is in the best interest of FECHS.

Factors to be considered in the evaluation include:

- I. The capability of the proposer to deliver the services in an efficient and timely manner
2. Responses from at least three (3) references for whom the proposer has performed services
3. Composition and qualifications of the persons designated to form the proposer's staff for the services required under the RFP
4. Previous record of the proposer while performing in the role of a CM-at-Risk providing services with a GMP and GDD
5. Intangibles which best demonstrate the proposer's ability to provide services to FECHS.

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

After evaluations, the committee will identify the CM firm it will recommend based on information contained in the proposal, reference analysis and interviews, if required. Fees, general conditions and reimbursables will be negotiated with the selected firm on a project by project basis. If negotiations fail the second ranked firm will be considered. FECHS reserves the right to accept or reject any and all proposals in response to this RFP.

The selected CM will execute modified AJA Document A1 33-2009 an associated General Conditions. Copies of these documents are available upon request.

RECEIPT AND CONTENT OF PROPOSALS

Proposals will be received until **9 am, Monday, January 7, 2019**. All proposals received will be opened at 9:30 am on Monday, January 7, 2019 in the Business Operations Conference room located at 800 Madison Street, Danielsville, GA.

To be accepted, all proposals are to be submitted, in sealed packages marked "**Response to FECHS CM RFP-January 2019**". Proposals must be sent by U.S. Mail, courier service such as Federal Express or United Parcel Service or hand delivered. No proposals will be accepted via fax transmission regardless of time of delivery. Three (3) copies of the proposal should be sent or delivered to:

CMRFP

Attention: Ms. Bonnie Knight
FECHS
800 Madison Street
Danielsville, Georgia 30633

Questions concerning the RFP shall be emailed to Ms. Bonnie Knight at bonnie.knight@foothillscharter.org.

To be considered for acceptance, the proposals shall contain the following minimum information to be presented as set out in the format and sequence shown.

1. Firm History & Information

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

2. Related Experience

Provide a list of all projects completed in the past (5) years within 100 miles of Madison County and specifically identify the four (4) most recent completed Construction Management at Risk projects on the list.

3. Project Approach

Provide a brief outline and description of your firm's approach for a program of this nature.

4. Bonding Information

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

5. Financial Information

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

6. Claims History

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

7. Current Projects

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

ADVERTISEMENT:

**REQUEST FOR PROPOSALS
FOR
CONSTRUCTION MANAGEMENT-AT-RISK
FOR RENOVATION OF A REGIONAL
OFFICE SPACE FOR FoothILLS
CHARTER HIGH SCHOOL**

Foothills Education Charter High School will receive proposals for Construction Management-at-Risk services for the renovation of a leased regional office space until 9 am on **Monday, January 7th** . **All received proposals will be opened at 9:30 am on Monday, January 7, 2018 in the** Business Operations Conference Room located at 800 Madison Street, Danielsville, GA 30633.

Copies of the RFP are available by faxing or mailing a request for the RFP to:

CMRPP FECHS January 2019
Attention: Ms. Bonnie Knight
FECHS
800 Madison Street
Danielsville, Georgia 30633
Phone (706) 224-4706
Fax (706) 795-5104

Foothills Education Charter High School reserves the right to reject any and all proposals and to waive technicalities.