

**TERRELL COUNTY SCHOOL SYSTEM**

**REQUEST**

**FOR**

**SEALED COMPETITIVE PROPOSALS**

**FOR CONSTRUCTION OF:**

**HVAC RENOVATIONS FOR:  
TERRELL COUNTY MIDDLE/HIGH SCHOOL**

**TERRELL COUNTY SCHOOL SYSTEM  
DAWSON, GEORGIA**

**Southern A&E Project Number:  
01-547-007**

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## TERRELL COUNTY SCHOOL SYSTEM

### REQUEST FOR SEALED COMPETITIVE PROPOSALS

#### A. INVITATION TO PROPOSE

The **Terrell County School System** is requesting proposals from interested and qualified Construction Firms for the construction of “HVAC Renovations for: Terrell County Middle/High School.” The proposed budget is \$1,600,000.00. Proposals and construction documents will be available from Southern A & E, LLC (770) 819-7777.

The **Terrell County School System** plans to select the most qualified Construction Firm to enter into a contract for the construction for the above referenced project.

The contractor agrees to perform all work in compliance with O.C.G.A.13-10-91, Georgia Security and Immigration Compliance Act. The contractor shall state affirmatively that the individual, contractor, or corporation which is contracting with the Terrell County School System, has registered with and is participating in a federal work authorization program using any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. See **Attachment 4** that must be completed with proposal.

The contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Terrell County School System, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Terrell County School System at the time the subcontractor(s) is retained to perform such service.

Responses must be received at the Terrell County Schools District Offices at **761 1<sup>st</sup> Ave. SE, Dawson, GA 39842** on or before **2:00 p.m.** Eastern Standard Time on **December 15, 2022**, 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 “**Sealed Competitive Proposals for the HVAC Renovations for: Terrell County Middle/High School.**” **Six (6) copies of each proposal and one sealed bid must be forwarded or delivered to:**

**Mr. Douglas Bell**  
**Superintendent**  
**TERRELL COUNTY SCHOOL SYSTEM**  
761 1<sup>st</sup> Ave. SE,  
Dawson, GA 39842

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

Project selection timeline:

Public Advertisement:

**November 17, 2022**

Proposals Due:

**December 15, 2022**

Award if acceptable will be within 45 days.

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

Christopher Miller  
Project Manager  
Southern A & E, LLC  
7951 Troon Circle  
Austell, GA 30168  
Phone: (770) 819-7777  
Email: [cmiller@southernae.com](mailto:cmiller@southernae.com)

Accommodations for a site visit for interested bidders will be made upon request. It is the responsibility of the respondent to attend and conduct the site visit necessary to familiarize themselves with existing conditions.

The Terrell County School System reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be e-mailed to proposers of record and posted to the Terrell County School System website, <https://www.Terrell.k12.ga.us>. Proposers should check this web page frequently for new information.

Submission of a proposal authorizes the Terrell County School System to make inquiries concerning the proposer and its officers, agents, and representatives to any persons or firms deemed appropriate by the Terrell County School System.

Proposals are subject to the Georgia Open Records Act. The Terrell County School System cannot protect proprietary data submitted in proposals.

Submission of proposals indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the Terrell County School System during the determination of ranking order and award.

The Terrell County School System reserves the right to waive any formalities and to select or reject any and all responses as a result of this Request for Proposal. The Terrell County School System is not liable for any costs incurred by any person or firm responding to this Request for Proposal.

The Terrell County School System also reserves the right to negotiate with proposers prior to the award for the purpose of obtaining best and final offers. All proposers will be given an opportunity to participate in negotiations and submission of a best and final offer. The Terrell County School System shall not disclose the contents of proposals to competing proposers during the negotiations. Reference O.C.G.A. 36-91-21 for regulations for best and final offers.

**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 Terrell County School System with the required bonds listed in the Bid Document Specification Section 00 10 00 - Instructions to Proposers.

**Bid Security:** A Bid Bond shall be included in the construction bid envelope. The Bid Bond shall be payable to Terrell County School System in the amount of Five Percent (5%) of the Bid Amount. Contractor shall honor its proposal for 60 days following the opening of the proposals.

**Performance and Labor & Material Payment Bonds:** The accepted bidder (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 Terrell County School System, the successful respondent shall procure, and maintain in effect during the life of the agreement, the following insurance coverages:

Below is listed the insurance coverage which must be procured by the contractor at his own expense. The contractor agrees to follow instructions indicated in each case:

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:
- a. 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.

All of the above policies must be occurrence based. The Terrell County School System shall be named as an additional insured on all policies. The policies shall contain provisions that the coverage provided by said policies shall be primary to any insurance maintained by the Terrell County School System. Said insurance shall in fact be primary to any insurance maintained by the school District.

**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, July 1982 Edition.

**6. References and Proprietary Information:**

Submission of a response authorizes the Terrell County School System to make inquiries concerning the respondent and its officers to any persons or forms deemed appropriate by the Terrell County School System.

**7. Inquiries:**

Questions that arise prior to the proposal submittal date shall be submitted in writing to both the Architect and Terrell County School System.

**C. SELECTION PROCESS**

**1. Proposal Evaluation:**

Interested firms responding to this Request for Proposal 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. The following criteria will be considered in choosing the most highly qualified contractor:

1. Firm History & Information
2. Relevant Experience
3. Project Approach & Schedule
4. Bid

**2. Optional Interview:**

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 optional interviews, the evaluation committee will recommend a firm to Terrell County School System for review and approval.

**3. Negotiation and Signing of Contract:**

Upon completion of evaluations by the committee, and the determination that the project is feasible and acceptable to the Terrell County School System, a modified AIA A101 contract will be executed between the selected firm and the Terrell County School System



D. **RESPONSE FORMAT AND CONTENTS**

1. **General Information**

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. Failure to provide accurate, up-to-date responses to any and all portions of the RFP may result in disqualification without prejudice. The Terrell County 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 Terrell County School System is that all responses follow the same format in order to evaluate each response fairly. The Terrell County 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.

Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed, it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFP and the Contract Documents.

Proposals may be modified or withdrawn by written notice received prior to deadline for receipt of proposals. A proposal also may be withdrawn in person by a proposer or his authorized representative, provided his identity is made known and he signs a receipt for the proposal, but only if the withdrawal is made prior to the deadline set for receipt of proposals.

The proposal form shall be signed by such an officer, member, or person as is duly authorized to bind the contractor to a contract.

Each respondent shall provide the Terrell County School System with **six (6)** copies of his/her response. 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.

Submission of a response authorizes the Terrell County School System to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the Terrell County School System.

Questions that arise prior to the proposal submittal date shall be submitted in writing to both the Terrell County School System and the architect.

**E. EVALUATION GUIDELINE FOR COMPETITIVE SEALED PROPOSALS**

**1. 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.

**2. Review Process:**

Evaluation criteria are defined in the RFP. Each committee member should assign a numerical value to each criteria section for each proposer.

The review committee, as a whole, will review all proposals. 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 3 as outlined in the RFP. Each committee member will mark their scores on an individual score sheet (see example, attachment 2)

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. The bid form can be found in the contract specifications. 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.

Bid scores will then be calculated for each proposer. Each proposer's 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. The proposal receiving the highest total score will be the successful proposer.

## **F. EVALUATION CRITERIA**

### **1. Firm History & Information (10 points)**

Briefly describe your firm's organizational structure and history. Include the following information:

- Cover letter [limited to two (2) letter-size pages] at the beginning of the proposal. The cover letter shall include a project title, company information (including name, address, e-mail address, and telephone and fax number), names, email addresses and telephone and fax numbers of persons authorized to provide any clarifications required. The letter should express your organizations commitment to the following topics:
- Why you believe your firm is aptly suited to perform Construction services for Terrell County School System.
- What specific qualities/attributes you and your firm possess that would enable you to meet the Terrell County School System educational specifications and high expectations of service in a superior manner.
- Identify specific instances where other school Districts have benefited as a result of your association with their construction program.
- Comment on your firm's qualifications, including general information and brief history of the firm, including a chronology of the firm's origin through its current status and any changes in ownership or locale since its inception.
- Furnish an organizational chart for your firm specifically indicating those who will be involved in this program, the length of time that the current management team has been with the firm and the amount of involvement that senior management will devote to this project.

### **2. Relevant Experience (20 points)**

Provide a list of all relative and similar projects completed in the past five (5) years within 100 miles of Terrell County and specifically identify the four (4) most recently completed Construction projects on the list. Include the following information:

- Project name and location
- General description (new construction, addition, renovation)
- Project's original budget and final cost
- Percentage of change orders
- Project's total square footage
- Project's cost per square foot (indicate if \$/sf includes site work)
- Project start and completion dates
- Scheduled duration vs. actual completion time
- Owner's contact information
- Project architect's contact information

### **3. Project Approach and Schedule (20 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.

Provide a brief outline and description of your firm's approach for these projects. The description should include, at a minimum, your approach to the following topics:

1. Schedule Control
  - a. Include a schedule for this project including pre and post construction activities.
  - b. Schedule Recovery
2. Budget
  - a. Change Order Management
3. Safety Program
4. Quality Control
5. Post Completion Activities

Briefly describe your greatest concern regarding delivery of this project.

**7. Bid Form (50 points)**

First, the goal of the "Competitive Sealed Proposals" selection process is to pick a General Contractor based primarily on qualification criteria (50 points) rather than solely on the bid (50 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 Terrell County Schools.

The low bidder will receive the most points in this category (50 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.

**TERRELL COUNTY SCHOOL SYSTEM  
SAMPLE RATING CHART**

**Project: HVAC Renovations for: Terrell County Middle/High School**

<b>Item</b>	<b>Description</b>	<b>Points</b>	<b>Company X Rank/Score</b>	<b>Company Y Rank/Score</b>	<b>Company Z Rank/Score</b>
1.	<b>Firm History &amp; Information</b>	<b>10</b>			
2.	<b>Relevant Experience</b>	<b>20</b>			
3.	<b>Project Approach &amp; Schedule</b>	<b>20</b>			
4.	<b>Bid</b>	<b>50</b>			
	<b>TOTAL</b>	<b>100</b>			

**PROPOSAL SCORING CHART  
FOR  
SEALED COMPETITIVE PROPOSALS**

**Project:** HVAC Renovations for: Terrell County Middle/High School and  
**Owner:** Terrell County School System

Item	Description	Company(s)								
		(Pts)	A Score	B Score	C Score	D Score	E Score	F Score	G Score	H Score
1.	Firm History & Capability	10								
2.	Relevant Experience	20								
3.	Project Approach & Schedule	20								
4.	Bid	50								
<b>Total Points</b>		<b>100</b>								

\*The low bid will receive the most points, 50 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.

**Award contract based on the best total score.**

**CERTIFICATION OF INFORMATION PROVIDED**

The information provided herein is accurate to the best of my knowledge and can be accepted by the recipient as a true representation of:

Firm Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**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 Terrell 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 \_\_\_\_\_, \_\_\_\_, 202\_\_ 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 \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_