

Request for Qualifications and Proposals

RFP 24-032

to provide

Site Paving and Storm Drainage Improvements for

✓ **Sonny Carter Elementary School**
5910 Zebulon Road, Macon, GA 31210

✓ **Union Elementary School**
4831 Mamie Carter Drive, Macon, GA 31210

✓ **Westside High School**
2851 Heath Road, Macon, GA 31206

✓ **Ed Defore Sports Complex**
2851 Heath Road, Macon, GA 31206

to the

BOARD OF PUBLIC EDUCATION FOR BIBB COUNTY CAPITAL PROJECTS DEPARTMENT

Timeline:

RFP Issued	03/29/2024
RFP Pre Bid Meeting	04/11/2024 @ 10 am, EST
RFP QUESTION DEADLINE	04/16/2024 @ 8 am, EST.
RFP Due Date and Time	04/23/2024 @ 9 am, EST.
Proposals must be received by the due date and time. No late proposals will be accepted.	
Evaluation of Proposals	TBD
Contract Negotiations	TBD
Name	Elaine M Wilson - Beverly
Phone Number	(478) 779-3526
E-Mail	Elaine.Wilson@bcsdk12.net ;
All Submittals are completed Via BONFIRE: https://bcsdk12.bonfirehub.com/portal/?tab=openOpportunities .	
Registration is FREE – A valid account is needed to review the bid opportunity.	
RFP Terms One Time Contract.	
Any inquiries or requests regarding clarification of this RFP document shall be submitted to the buyer in writing.	
Offerors may contact ONLY the buyer regarding the terminology stated in the procurement documents.	

Background:

The Bibb County School District has over 20,000 students along with 38 Sites, as well as 25 Departments. We are currently seeking a qualified vendor to provide Site Paving and Storm Drainage Improvements according to the specification within this RFP.

A. Invitation:

The procurement office, on behalf of the Bibb County School District would like to extend a formal offer to all-qualified contractors according to the specifications indicated within this RFP. Please carefully review all sections of the RFP, including the Optional Pre-Bid Meeting, along with the Closing Date and Time. All questions pertaining to this RFP should be emailed to the Procurement Director, Elaine M. Wilson, Elaine.Wilson@bcsdk12.net. Please make sure that you put the Bid Number in the subject (24-032). All questions and answers will be posted under the purchasing menu, located on the BONFIRE WEBSITE, www.bcsdk12.net, under Procurement.

B. Specifications:**Sonny Carter Elementary School**

- Modifications to existing parking lot.
- Minor grading, concrete curb and gutters, paving, seal coating and restriping, signage, fencing, erosion control and grassing.

Union Elementary School

- Replace base and paving for a section of driveway.

Westside High School

- Replace a portion of storm sewer system, fill existing pipes with flowable fill.
- Clear and grub and regrass stormwater pond.
- Full-depth reclamation and repaving of existing parking areas. Pavement striping and signage.

Ed Defore Sports Complex

- Patching pavement
- Pavement crack filling and seal coating
- Restriping and signage

Request for Qualifications and Proposals

The **BOARD OF PUBLIC EDUCATION FOR BIBB COUNTY** is requesting submittals for qualified Site Repair for various locations; this work is for paving and storm sewer repair.

I. Project Overview

The project will include various type of services at within the four different areas.

The project scope includes providing Modifications to existing parking lot Minor grading, concrete curb and gutters, paving, seal coating and restriping, signage, fencing, erosion control and grassing. Replace base and paving for a section of driveway; Replace a portion of storm sewer system, fill existing pipes with flowable fill. Clear and grub and grass stormwater pond. Full-depth reclamation and repaving of existing parking areas. Pavement striping and signage. Patching pavement crack filling and seal coating Restriping and signage. The program development services for this project shall begin immediately upon acceptance of this proposal and must be completed soon enough for construction to begin by the award of the contract.

A. Building Program

The project will be designed and constructed to a level of quality and timeliness that reflects the long-term use of a school district owned facility.

B. Project Delivery Method

The Team will have to expedite the completion of the project while maintaining high levels of design, quality, and cost control.

C. Budget

The preliminary budget will be determined by scope of service.

D. Form of Agreement

The agreement between the Owner and the Awardee team will be a form of agreement where the basis of payment is the cost of the entire project **or defined sites within the project**. The payment will be made based off the completion of the contract.

II. Scope of Services

A. Services to be Provided.

1. Construction Phase Services

We are seeking ONE vendor to provide all the various services that is outlined in each of the files.

2. Bidding and Award Phase Services

Any costs associated with Bidding and Award Phase Services should be included in the Respondent's proposals for

3. Construction Phase Services

Construction Phase Services shall include, but may not be limited to the following:

- Develop requirements for safety, quality assurance, and schedule adherence.
- Maintain on-site staff for construction management.
- Maintain a system for tracking the timely submittal, review and approval of shop drawings.
- Coordinate, conduct and document regular construction meetings.
- Prepare and submit change order documentation for approval of the Owner.
- Maintain on-site records and submit progress reports to the Owner.
- Maintain quality control and ensure conformity to contract documents.
- Administration of the construction contract and reconciliation with construction budget.
- Develop and maintain a detailed design and construction schedule (CPM) indicating methods and sequencing of construction activities and milestones necessary for completion of the project by the targeted date.
- Documentation of activities associated with the administration, management and construction of the project.
- Monthly certification of all work in place and approval of all contractor and vendor payment requests.
- Develop record documents for presentation to the Owner upon project completion.
- Provide enhanced project documentation of the construction (photographic history).
- Develop and maintain contingency log.

4. Warranty Phase Services

Warranty Phase Services shall include, but may not be limited to the following:

- Resolution of remaining "punch-list" items.
- Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, and the Owner's final acceptance.
- Monitor, coordinate and resolve all warranty complaints to the satisfaction of the Owner during the one-year general warranty period.

III. Qualifications/Proposal - Submittal Format and Requirements

A. Instructions

Any questions in regard to this Request shall be submitted in writing to the School District at the address listed below or email: Elaine.Wilson@bcsdk12.net . **Submittals will be received until 9:00 AM, EST on 04/23/2024**

All bids should be submitted to the **BOARD OF PUBLIC EDUCATION FOR BIBB COUNTY**
Via Bonfire at <https://bcsdk12.bonfirehub.com/portal/?tab=login>

It is the sole responsibility of the respondents to assure delivery to the appropriate party. The owner cannot accept responsibility for incorrect delivery, regardless of reason. No submittals will be accepted after the time stipulated above. Submittal will not be accepted via facsimile.

B. Format and Requirements

Submittals must meet the requirements of this section to be considered. The response to this Request must be complete; partial or incomplete responses will not be considered. Respondents are required to follow the outline below in their

response. Responses should be concise, clear and relevant. Submittals must be on standard 8.5" x 11" paper with pages numbered. A table of contents, with corresponding tabs should be included to identify each section. Please include only the information requested in your submittal.

1. **Letter of Interest** – A letter executed by the principal of the Design and Construction Engineering Services Team firm committing to the requirements specified in this Request. Provide a summary of the firm's experience and capabilities in related endeavors with public agencies and why you are interested in this project. Provide an explanation of what differentiates your team as the best candidate for this project.
2. **Description of Firm** – Provide basic company information including name of firm; street, mailing and e-mail addresses; phone and fax numbers; along with the name of a primary contact in regard to this submittal. Provide the number of years the firm has been in business, form of ownership and state of residency or incorporation. If the firm has multiple offices, the submittal should primarily include information about the office that will perform the work. Describe the firm's current position in the construction market and briefly describe the firm's vision or philosophy towards construction (Why are you in business?).
3. **Experience** – Provide examples of specific project experience utilizing a Services Team form of project delivery, including experience relevant to the type of project to be constructed. Describe three to four roughly equivalent projects (similar type of construction and a contract dollar amount) that demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided: project name, location, dates during which the project was constructed, physical description (square footage, number of stories, site area, etc.), brief description of project services provided by the Design-Engineering Services Team, statement of performance versus owner expectations in the areas of cost, quality and schedule, owner reference and design professional reference.
4. **Project Team** - Provide qualifications and experience of the following key personnel that you are proposing for this project: principal of the Design and Construction Engineering Services Team firm in charge, senior project manager, project manager, major consultants, cost estimating staff, project manager, construction superintendent, project engineer, etc. Include resumes of key personnel for both pre-construction and construction services. Highlight professional qualifications and relevant individual experience. Provide at least two references for the top three (3) key personnel at each service phase. List the firm's percentage mark-up on labor for payroll taxes and insurance.

Substitutions of key team members will not be allowed without written permission of the Owner. Replacements will also have to be approved by the Owner. Where the projected construction start is more than six months from date of the solicitation, multiple names may be given.

5. **Financial Information** - Supply financial and main banking references. List the firm's total annual billings for each of the past three calendar years. What percentage of your firm's work has been negotiated during the past three years? Has the firm ever failed to complete, or been removed from any project that it has been awarded?
6. **References** - Provide the name, address, telephone number and contact number of three references for which you have provided services similar to those described in this Request. Provide the project name and services provided for each reference.
7. **Local Participation Plan** – Provide a plan of action to ensure local contractors and suppliers are included in the project when and where beneficial to the project and owner.
8. **Fee Proposal** – Use the One Page Document to submit pricing for each location.

IV. Evaluation, Selection and Award

A. General Construction Services Team Selection Process

Selection of the Team will be a one-stage process. The Board of Public Education for Bibb County will generally follow the requirements of Official Code of Georgia Annotated §36-91-1, et seq. The services being sought under this Request are considered to be professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the respondents that will result in an award that is in the best interest of the Owner.

The following scoring matrix will be used by the evaluation team:

EXHIBIT C – SCORING CRITERIA

RFP INITIAL EVALUATION FORM									
PROJECT: Site Paving and Storm Drainage Repairs									Date:
		Offeror #1	Offeror #2	Offeror #3	Offeror #4	Offeror #5	Offeror #6	Offeror #7	Comments
Evaluation Factors	Maximum Percentage								
Base Proposal of Lump Sum Price	20%								
Offeror / Company Overview	15%								
Related Experience	20%								
Qual/Exp. Personnel	20%								
Offeror's Project Approach	25%								
TOTAL	100%								
BID BOND	Yes or No								
ADDENDA ACKNOWLEDGED	Yes or No								
Signature of Committee Members, Please Print, Sign, and Date	Signature		Print					Date	

V. Additional Conditions

The Owner reserves the right to reject any or all Proposals received. The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals.

Upon receipt of said proposals by the Owner, the proposal shall become the property of the Owner without compensation to the Respondent. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

The Owner assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposals. Costs incurred in responding to the request for qualifications and proposals are the Respondents' alone and the Owner does not accept liability for any such costs.

The Owner does not desire to enter into "joint-venture" agreements with multiple Design and Construction Engineering Services firms. In the event two or more firms desire to "joint-venture", it is strongly recommended that one incorporated firm become Design and Construction Engineering Services firm with the remaining firms being consultants.

APPENDIX I
BID TABULATION PAGE
Bid Form and Acknowledgement

BIBB COUNTY SCHOOL DISTRICT BID FORM: Total Project Price		
1.	Total Pricing For: Sonny Carter	
2.	Total Pricing For Union Elementary School	
3.	Total Pricing For Westside High School	
4.	Total Pricing For Ed Defore Sports Complex	