

HARRIS COUNTY SCHOOL DISTRICT

REQUEST

FOR

SEALED COMPETITIVE PROPOSALS

ADDITIONS AND RENOVATIONS FOR:

**HARRIS COUNTY HIGH
SCHOOL TENNIS COMPLEX**

8281 GA-116, HAMILTON, GA. 31811

HARRIS COUNTY SCHOOL DISTRICT

HAMILTON, GEORGIA

01-632-096

HARRIS COUNTY SCHOOL DISTRICT
REQUEST
FOR
SEALED COMPETITIVE PROPOSALS

The **Harris County School District** is requesting proposals from interested and qualified Construction Firms for the **Additions and Renovations for: Harris County High School Tennis Complex**. The proposed budget is \$1,200,000. Proposals and construction documents will be available from Southern A & E, LLC (770) 819-7777.

The **Harris County School District** 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 Harris County School District, 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 3** 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 Harris County School District, 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 Harris County School District at the time the subcontractor(s) is retained to perform such service.

There will be a **mandatory pre-proposal** meeting held on **May 17, 2023 at 10:00 am** held at the project site located at 8281 GA-116, Hamilton, GA, 31811. Accommodations for a site visit for interested bidders will be discussed at the pre-proposal meeting.

Responses must be received at the Harris County School District Business Services at **140 Barnes Mill Road, Hamilton, GA 31811** on or before **2:00 p.m** Eastern Standard Time on **May 30, 2023**.

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: “Additions and Renovations for: Harris County High School**

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

**Dr. Justin Finney, Assistant Superintendent
HARRIS COUNTY SCHOOL DISTRICT
Business Services
140 Barnes Mill Road
Hamilton, GA 31811**

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

Project timeline:

Public Advertisement: **May 1, 2023**
Mandatory Prebid Meeting: **May 17, 2023 at 10:00am**
Proposals Due: **May 30, 2023 at 2:00pm**
Award if acceptable will be within 14 days.

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

Dr. Justin Finney
Assistant Superintendent of Business
Services and Technology
Business Services
140 Barnes Mill Road
Hamilton, GA 31811
Phone: (706) 628-4220
Email: finney-j@harris.k12.ga.us

Or

Greg Schillinger, AIA
Architect, Project Manager
Southern A & E, LLC
7951 Troon Circle
Austell, GA 30168-7755
Phone: (770) 819-7777
Fax: (770) 807-7770
Email: gschillinger@southernae.com

Site visits to inspect the site can be arranged by appointment with Mr. Justin Finney, Assistant Superintendent of Business Services and Technology. It is the responsibility of the respondent to arrange and conduct any site visits necessary to familiarize themselves with existing conditions.

The Harris County School District 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 Harris County School District website, <https://www.harris.k12.ga.us>. Proposers should check this web page frequently for new information.

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

Proposals are subject to the Georgia Open Records Act. The Harris County School District 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 Harris County School District during the determination of ranking order and award.

The Harris County School District 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 Harris County School District is not liable for any costs incurred by any person or firm responding to this Request for Proposal.

The Harris County School District 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 Harris County School District 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.

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 Harris County School District 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 Harris County School District 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 Harris County School District, 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. Comprehensive Liability Insurance:

Combined single limits including Bodily Injury and Property Damage with limits of \$1,000,000 for each occurrence, personal and advertising injury within a limit of \$1,000,000 per occurrence, and \$2,000,000 general and products/completed operations aggregates. General Liability should include premises/operations coverage and products and completed operations coverage. Policy should include X, C, U (Explosion, Collapse, and Underground Coverage).

2. Auto Liability:

Including Owner, hired, and non-owned vehicles with Combined Single limits including Bodily injury and Property damage of \$1,000,000 for each occurrence.

3. **Umbrella Excess Liability Insurance:**
Contractor shall carry umbrella excess liability including Auto, General Liability and Workers' Compensation in the amount of \$1,000,000 over existing primary insurance and over self-insured hazards.
4. **Environment Impairment Liability and/or Pollution Liability:**
\$1,000,000 per occurrence.
5. **Worker's Compensation:**
As required by law.

All of the above policies must be occurrence based. The Harris County School District 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 Harris County School District. Said insurance shall in fact be primary to any insurance maintained by the school system.

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 Harris County School District to make inquiries concerning the respondent and its officers to any persons or forms deemed appropriate by the Harris County School District.

7. Inquiries:

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

SELECTION PROCESS

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 Team
4. Financial Information
5. Project Approach
6. Claims History
7. References
8. Bid

Negotiation and Signing of Contract

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

RESPONSE FORMAT AND CONTENTS

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 Harris County School District 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 Harris County School District is that all responses follow the same format in order to evaluate each response fairly. The Harris County School District 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.

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 Harris County School District 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 Harris County School District to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the Harris County School District.

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

Proposal Format

Firm History & Information (5%)

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 organization's commitment to the following topics:
- Why you believe your firm is aptly suited to perform Construction services for Harris County School District.
- What specific qualities/attributes you and your firm possess that would enable you to meet the Harris County School District 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.

Relevant Experience (15%)

Provide a list of all relative and similar projects completed in the past five (5) years within 100 miles of Harris 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

Project Team (10%)

Each respondent shall attach a project staffing plan including the following:

- A project organization chart showing a graphic representation of the participants listed as members of the project team and their responsibilities in the program.
- Initial staffing showing the percentage of time each staff member is to be assigned to the project team.

- A one-page resume including education, experience and any other pertinent information shall be included for each team member assigned to the projects.
- A list of relevant projects that each team members has participated in during the past five (5) years. Indicate the team member's title and reference contact for each project.
- Describe your method of prequalifying and generating interest from qualified subcontractors.

Financial Information (10%)

Provide a financial statement for the firm, or firms and the annual volume of projects completed.

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

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

Project Approach (15%)

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 these projects.

Claims History (5%)

List all litigations, arbitrations, and mediations in which the firm has been involved in the past five (5) years and indicate the disposition of each such claim, the name of the owner, and the nature of the claim.

References (5%)

Provide five (5) references from K-12 school systems that you have worked with in the past that Harris County School District can contact to discuss your firm's performance and teamwork. The references requested are for the construction firm only and not individuals within the firm.

Bid Form (35%)

Provide a **separate sealed envelope** for one copy of the bid form (Specification Section 00 30 00) which includes: Base Bid, Add Alternates, Unit Prices, 5% Bid Bonds.

**HARRIS COUNTY SCHOOL DISTRICT
SAMPLE RATING CHART**

Project: Additions and Renovations for Harris County High School Tennis Complex

Item	Description	%	Company X Rank/Score	Company Y Rank/Score	Company Z Rank/Score
1.	Firm History & Capability	5%			
2.	Relevant Experience	15%			
3.	Project Personnel	10%			
4.	Financial Information	10%			
5.	Project Approach	15%			
6.	Claims History	5%			
7.	References	5%			
8.	Bid	35%			
	TOTAL	100%			

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 Harris County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

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

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:
