Ladies and Gentlemen:

The Savannah-Chatham County Public School System wishes to announce that we are requesting **Statements of Qualifications for Construction Manager at Risk Contracting Services (CMR) for Juliette Low Elementary School Replacement under RFQ C16-17 (ESPLOST)**, by a firm authorized to do business in the State of Georgia. **A Mandatory Pre-Proposal Conference will be held on Tuesday, September 29, 2015 at 10:00 A.M., in the Media Center of Juliette Low Elementary School, located at 15 Blue Ridge Avenue, Savannah, Georgia 31404.**

Statements of Qualifications (sometimes referred to herein as “Statement(s)” or “Proposal(s)”) will not be accepted from any firm that is not represented at the Mandatory Pre-Proposal conference.

Enclosed is a Request for Qualifications (RFQ) (sometimes referred to herein as “Request for Proposals” or “RFP”) packet which outlines the services being solicited and instructions which describe the submission of the Statement of Qualifications (Proposal). This cover letter is not a part of the Request for Qualifications (RFQ) and information herein is for reference only. All Statements of Qualifications should be delivered to the District Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401. The advertising dates for this **RFQ C16-17 (ESPLOST) are September 13, 2015 to September 26, 2015 and September 27, 2015 to October 15, 2015. Statements of Qualifications will be accepted prior to 11:00 A.M. on Thursday, October 15, 2015, at which time they will be entered into a register which will be available for public review.** If you wish to receive a copy of the register, please enclose a self-addressed stamped envelope with your Statement of Qualifications, and a copy of the register will be mailed to you.

It is the policy of the Board of Education 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. The Board expects that prime contractors on district construction projects will make and document good faith efforts to maximize the utilization of qualified LMWBEs as subcontractors and suppliers. The Board 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.

Statements of Qualifications received after the time and date for submittal stipulated in the RFQ will not be opened or considered, and will be returned to the Offeror unopened. The time of receipt shall be determined by the time stamp in the Purchasing Department. Offerors are responsible for ensuring that their Statements of Qualifications are stamped by Purchasing Department personnel before the deadline indicated. Successful Construction Manager at Risk will be required to provide both a payment and performance bond each in an amount of equal to 100 percent of the Contract Sum prior to the execution of the contract.

If you desire a copy of all Project Documents via US Mail, FedEx, or UPS, please notify the Savannah-Chatham County Public School System’s Purchasing Department at (912) 395-5572. As a courtesy, an unofficial copy of the solicitation document (only) may be available via the District’s web page at [www.sccpss.com](http://www.sccpss.com).

If you have any questions concerning this RFQ, please submit them in writing to the address above or fax them to 912-201-7648. Verbal inquiries will not be considered. Your interest and participation in submitting a Statement of Qualifications in response to this RFQ is greatly appreciated.

Very truly yours,

[Savannah Scales, CPPB](#)

Purchasing Director

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*September 13, 2015*
REQUEST FOR QUALIFICATIONS:
Construction Manager at Risk Contracting Services (CMR)
RFQ C16-17

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”

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CONE OF SILENCE REQUIREMENTS:

A “Cone of Silence” is imposed upon this Request for Qualifications (RFQ) after advertising, and terminates at the time the Board of Education awards a contract. The Cone of Silence prohibits any communications by written, oral, or electronic form 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, and any member of the Board of Education, the superintendent or his staff, any persons involved in evaluating the statements for qualifications (proposals), program managers, or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular vendor or vendors and to prevent prospective offerors from circumventing the process for selection set forth in this RFQ.

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, or contract negotiations with offerors selected for award. Written communications expressly authorized by this solicitation, such as (1) the submission of the statement of qualifications packet 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 prospective offeror may result in the rejection of the prospective offeror’s response and disqualify the prospective 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.

I. GENERAL / INTRODUCTION

The Board of Public Education for the City of Savannah and the County of Chatham (hereinafter referred to as “the District”) is soliciting competitive sealed Statements of Qualifications for Construction Manager at Risk Contracting Services (CMR) for the Juliette Low Elementary School Replacement Project. “Statement of Qualifications” may herein be abbreviated “Statement” or “Response” or “Proposal.” (Construction Manager at Risk is commonly abbreviated as “CMR.”) Each responding firm (hereinafter each referred to as “the Offeror”) must be authorized to do business in the State of Georgia, and experienced in design and construction administration of new K-12 public schools or educational support facilities. Offerors shall meet the terms and conditions set forth in this document and all attachments.

The competitive sealed Statement of Qualifications process stipulated in this RFQ differs from competitive sealed bidding in two important ways:

- It permits negotiation and discussions with competing Offerors, and
- It allows comparative judgmental evaluations to be made on various criteria in addition to cost, for award of a contract.

The advertising date(s) for Request for Qualifications (RFQ) C16-17 (ESPLOST) are September 13, 2015 to September 26, 2015 and September 27, 2015 to October 15, 2015.

Statements of Qualifications should be delivered to the District Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401.

Statements of Qualifications will be accepted ONLY prior to 11:00 A.M. on Thursday, October 15, 2015. This deadline for Statements of Qualifications will be extended at least 72 hours, excluding Saturdays, Sundays, and legal holidays, if the District issues any addenda modifying the plans or specifications for the project within a period of 72 hours, excluding Saturdays, Sundays or legal
holidays, prior to the advertised time for opening the Statements of Qualifications. Under such circumstances, it will not be necessary to re-advertise the RFQ. Any addenda released within 72 hours of the advertised time for opening the Statements of Qualifications will be provided to all firms that attend the Mandatory Pre-Proposal Conference.

**A MANDATORY Pre-Proposal Conference will be held on September 29, 2015 at 10:00 A.M. in the Media Center of Juliette Low Elementary School, located at 15 Blue Ridge Avenue, Savannah, Georgia 31404. Proposals will not be accepted from any firm that is not represented at the Mandatory Pre-Proposal conference.**

II. **STANDARD TERMS AND CONDITIONS OF REQUEST FOR QUALIFICATIONS**

This Section includes basic minimum standard requirements established by the District for the performance of Construction Manager at Risk Contracting Services (CMR) sought by the District. Additionally, this Section includes the basic minimum requirements established by the District for responding properly to this RFQ; any Statement of Qualifications which does not respond in a manner that meets these requirements will be considered non-responsive, and the Offeror will not be considered for award of a Contract. NOTE that important additional requirements are stipulated in Attachments to this RFQ.

**A. OwnerAdministration of Project**

The District is the Owner of the Project. To assist in its administration of the Project, the District may employ a Program Manager (abbreviated PM). Certain actions indicated herein this RFQ to be performed by the District may instead be performed by the PM, on the behalf of the District. Should at any time the District determine it to be in its best interest to discontinue the services of the PM, thereby assuming administration of the project, all Offerors, or if during the period of performance of services procured by this RFQ, the Construction Manager at Risk, shall be required to adhere to procedures established by such a change. This stipulation does not seek to describe, establish, or limit administration responsibilities of the Construction Manager at Risk.

**B. Receipt & Registration of Statements of Qualifications**

Statements of Qualifications (and any subsequent modifications) will be time-stamped upon receipt. Immediately after the date and time stipulated for receipt of all Statements of Qualifications, all Statements that were delivered in a timely manner will be entered into a register, which will be available for public review. The Statements will not then be publicly opened, and no information contained within the Statements of Qualifications shall be released or discussed. Statements and modifications will be shown only to District personnel having a legitimate interest. Only after award of a Contract will statements be open to public review.

Statements of Qualifications received after the time and date for submittal stipulated herein this RFQ will be returned to the Offeror unopened. The time of receipt shall be determined by the time stamp in the Purchasing Department. Offerors are responsible for ensuring that their Statement of Qualifications are stamped by Purchasing Department personnel before the deadline indicated. Statements received after the time and date for submittal stipulated herein this RFQ will not be opened, reviewed, or considered.

The District assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of any documents related to this RFQ.

**C. Scope of Services**

The Scope of Services to be provided is detailed in Attachment A, “SCOPE OF SERVICES, FORM OF PROPOSAL, SELECTION PROCESS AND FORM OF AGREEMENT” (including exhibits attached thereto).
D. **RFQ Clarifications / Addenda**

If any questions should arise prior to the date and time indicated below pertaining to the RFQ documents, Offeror may deliver, mail, or fax (no verbal communications or e-mails will be accepted) a written request for clarification or interpretation to:

Savannah-Chatham County Public School System  
Attention: Director of Purchasing  
208 Bull Street, Room 213  
Savannah, GA 31401  
Fax No: 912-201-7648

Any clarification interpretation of documents shall be made by Addendum to the RFQ. At least one Addendum will be issued, which will include as a minimum a list of all potential Offerors who signed attendance at the mandatory Pre-Proposal Conference. A copy of each Addendum issued will be mailed or faxed to each Offeror receiving a set of RFQ documents. All inquiries to which Offerors wish to see responses included in an Addendum must be submitted on or before 5:00 p.m., on Thursday, October 1, 2015. The District shall not be responsible for any other explanation of questions submitted after this date. The District shall mail, fax, or contact Offeror for pickup of any Addenda prior to 5:00 p.m., Tuesday, October 6, 2015.

The Offeror must acknowledge receipt of all Addenda on the CERTIFICATION FORM (Form 1). Failure by the Offeror to acknowledge each and every Addendum on the CERTIFICATION FORM will render the Offeror's Statement of Qualifications non-responsive.

E. **Pricing**

In the event the Offeror wishes to provide additional services above and beyond the stated requirements of this RFQ at "no cost" to the District, these services should be identified and included in the RFQ response. Pricing information is not to be included as a part of the Statement of Qualifications. Those Offerors who are selected for final consideration will be asked to provide a sealed fee proposal. The Offeror also certifies that its proposed fee will be under 12% of the actual cost of construction for the project. District reserves the right to negotiate an appropriate fee for any project. Fees shall not exceed amounts approved by the State Board of Education for capital outlay projects.

F. **Signed Statements of Qualifications Considered Offer**

The signed Statement (Proposal) shall be considered an offer on the part of the Offeror, and shall be deemed accepted if the Board of Education votes to accept it following a recommendation of the Purchasing Department and the Superintendent as outlined herein. In case of a default on the part of the Offeror after such acceptance, the District may take such action as it deems appropriate, including legal action for damages or lack of required performance.

G. **Non-Response by Prospective Offerors**

If a Statement of Qualifications is not to be submitted, but Offeror wishes to remain on the District’s list of potential providers, Offeror should complete and return the CERTIFICATION FORM (Form 1) and the LOCAL AND/OR MINORITY / WOMEN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION document (Form 2) found in this packet marked “No Response”.

H. **Compliance with Specification / Terms and Conditions**

The Request for Qualifications, Legal Advertisement, General Terms and Conditions, RFQ Submittal Instructions, Special Terms and Conditions, Specifications, Attachments, Offeror’s Response, any Addenda, and/or any other pertinent documents form a part of the Offeror’s Statement of Qualifications and by reference are made a part hereof.

I. **Communications Regarding Qualifications of Offerors**

All submissions shall be final. Once Statements of Qualifications are submitted, any communication between the Offerors and the District regarding the content of Statements of Qualifications shall
take place only at the sole discretion and instigation of the District, and shall occur only in written form.

Verbal clarifications to or discussions regarding any Offeror’s submission will be considered by the District ONLY at specified and scheduled oral presentations, for the purpose of:

- Promoting understanding of the District’s requirements and the Offerors’ Statements.
- Facilitating the possible arrival at an agreement that is most advantageous to the District, taking into consideration established evaluation factors and price.

J. Errors in Statements of Qualifications

Offerors are expected to fully inform themselves as to conditions, requirements, and specifications before submitting Statements. Failure to do so will be at the Offeror’s own risk. The Offeror may withdraw a Statement of Qualifications prior to the stipulated submittal deadline by requesting to do so in writing; however, this written request must be presented to the District in a manner that is sufficient to make clear that the Offeror seeking to withdraw a Statement of Qualifications is in fact the Offeror indicated on the CERTIFICATION FORM (Form 1) submitted previously as a part of the Statement of Qualifications of which withdrawal is sought.

K. Public Information

It is the policy of the District that at the conclusion of the selection process, the contents of all Statement of Qualifications 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, but only if clearly listed and identified as such in the Statement. The District shall not be responsible or liable for its failure to protect trade secrets or proprietary information. In the event that no Contract is awarded as the result of this RFQ, all Offerors will be notified. The District will keep all original Statements and will destroy all copies after 30 days, allowing Offerors opportunity to retrieve the copies should they wish. The original Statements will be kept on file in the District Purchasing Department.

In order to protect any Trade Secret information, the offeror must submit an affidavit pursuant to O.C.G.A. § 50-18-72 affirmatively declaring that specific information in the offeror’s Statement of Qualifications (Proposal) constitutes a Trade Secret pursuant to the Georgia Trade Secrets Act, O.C.G.A. § 10-1-760 et. seq. Offerors shall not mark sections of their Statement of Qualifications (Proposal) as “Trade Secret” that do not meet the requirements of O.C.G.A. § 10-1-760 et. seq. Offerors shall not mark sections of their Statement of Qualifications (Proposal) as “Proprietary Information” if they are to be part of the award of the contract and are of a "material" nature. All information submitted as "Trade Secret" or "Proprietary Information" should be submitted in a separate envelope with the appropriate envelop and so indicated and shall include the affidavit required by the Open Records Act O.C.G.A. § 50-18-72(34). If challenged, the Offeror who submits the “Trade Secret” or “Proprietary Information” will bear all costs associated with their position.

Offerors should be advised that even information marked as “Trade Secret” or “Proprietary Information” may still be publicly disclosed by court order. See O.C.G.A. § 50-18-72.

L. Offeror’s Essential Credentials and Business Structure

A responsible Offeror for the purpose of this RFQ is stipulated to be one who meets, or who by the time and date for submittal of Statements of Qualifications stipulated herein this RFQ, can meet all requirements for licensing, bonding, insurance, and service contained within this Request for Qualifications. The District has the right to require any or all Offerors to submit documentation, in addition to that required by this RFQ, of the ability to perform, provide, or carry out the services requested. Offeror’s majority (51%) ownership, whether public or private, must be held by citizens or lawful permanent residents of the United States.

The Offeror must be licensed to perform the Services solicited by this RFQ. The Offeror’s Georgia General Contractor’s license, as well as the name of the individual who serves as the Qualifying Agent for the Offeror, are required with each Statement of Qualifications. The Georgia General Contractor’s License provided here shall be the one stamped on all Construction Documents used in obtaining a building permit in association with the Work of this Project. As applicable, the Company name on the Georgia General Contractor’s license must be identical to that name
entered on the required Certification Form (Form 1). If the Offeror is a corporation, a copy of a current Annual Corporate Registration issued by the State in which incorporated is required. Also, a copy of the current local business license held by the Offeror, from the municipality where it is located, is required.

This RFQ seeks to solicit Offers from any legal form of business. If the Offeror is a partnership or joint venture (PJV), a copy of the contractual agreement between the participants in the PJV must be provided as a part of the Statement of Qualifications. The PJV 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. The District does not generally desire to enter into “joint-venture” agreements with multiple Construction Management firms. In the event two or more firms desire to “joint-venture”, it is strongly recommended that one incorporated firm propose and maintain status as the Construction Management Firm with the remaining firms participating as major consultants.

If 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 PJV must be provided. The District may disqualify from consideration the Offer of any PJV when it determines such disqualification to be in its best interest.

The District WILL NOT enter into an agreement with more than one legal business entity. Additionally, if two or more projects have not been previously undertaken and successfully completed by a PJV Offeror, each party to the PJV responding to this RFQ must submit complete but separate Statements of Qualifications, with each separate Statement making clear that it is a part of a PJV Offer. It is required that each participant in a PJV 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 RFQ.

M. Standards of Acceptance of Statements of Qualifications for Contract Award

The District reserves the right to reject all Statements of Qualifications (Proposals) or any Statement of Qualification (Proposal) that is nonresponsive or not responsible and to waive technicalities and informalities. The District reserves the right to not award a contract to any Offeror, to cancel this RFQ (RFP), and re-advertise the project using a similar or different competitive process at any time before the Board of Education votes to award a contract as a result of this RFQ (RFP).

The District has the right to disqualify any Offeror from consideration when such Offeror cannot demonstrate its ability to deliver requested services or when investigation shows it is not in a position to perform the solicited services in a manner that is in the best interest of the District.

The District assumes no responsibility or obligation to the Offerors and will make no payment for any costs associated with the preparation or submission of any documents related to this RFQ, even if it is cancelled or an Offeror is disqualified.

N. Compliance With Laws

The Offeror shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State, County, and City statutes, ordinances and rules during the performance of any contract between the District and the Offeror. Any such requirement specifically set forth in any contract document between the Offeror and the District shall be supplementary to this section and not in substitution thereof.
O. **Insurance Requirements**

Before performing any work on the awarded contract, the successful Offeror shall procure and maintain, during the life of said contract, insurance coverage as prescribed in the Form of Agreement (Section 1, Part 5). The policies of insurance shall be primary and written on forms acceptable to the District and placed with insurance carriers approved and licensed by the Insurance Commission of the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A(-). Further, the contractor will provide copies of all insurance policies required hereunder. No changes are to be made to these requirements without prior written specific approval by the District.

The Offeror shall review the Construction Manager At Risk Agreement and once contracted, shall be required to provide the Specified Coverages and Limits of Insurance. Immediately, and before the start of the Project, the successful Offeror / Construction Manager At Risk must provide to the District a Certificate of Insurance as evidence of all insurance coverages and limits stipulated therein the Construction Manager At Risk Agreement. There is no waiver of subrogation rights by either party with respect to insurance. Additionally, within 30 days of notice of award of a Contract, a certified copy of all policies in their entirety (including the Declarations pages) shall be provided to the District.

The Offeror must meet certain minimum insurance requirements at the time a Statement of Qualifications is submitted, which include current certificate(s) and a letter from insurer. Insurance certificates of current existing policies and coverage’s will be required as a part of each Statement of Qualifications, as well as a letter from the Offeror’s insurer stating that the Offeror can provide required limits of insurance specified by this RFQ, pending award of a contract.

P. **Indemnity Provisions**

To the maximum extent permitted by Georgia law, the Offeror shall indemnify and hold harmless the District its representatives, officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, the District’s reasonable attorneys’ fees and expenses incurred in the defense thereof, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Offeror or anyone employed or utilized by the Offeror in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

Q. **Certification of Independent Submission**

By submission of a Statement of Qualifications, the Offeror certifies that in connection with this Request for Qualifications:

1. The information in this Statement of Qualifications 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 Statement of Qualifications 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 RFQ, directly or indirectly to any other Offeror or to any competitor; and
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 Statement of Qualifications for the purpose of restricting competition.
4. In the event the Offeror is a partnership or joint venture, each party thereto certifies the above.

R. **Development of Local and Minority / Woman Business Enterprises**

It is the policy of the Board of Education 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. The Board expects that prime contractors on district
construction projects will make and document good-faith efforts to maximize the utilization of qualified LMWBE’s as subcontractors and suppliers for District Projects. The Board encourages all members of the local construction community, regardless of ownership or size, to work together on District projects so that all can grow their businesses for the benefit of the Savannah-Chatham community. This solicitation is subject to Board policy FG and regulations thereunder.

Offeror shall take all reasonable steps in accordance with this solicitation to insure that local and disadvantaged enterprises have that maximum opportunity to participate in the resulting contract. No Offeror shall discriminate on the basis of race, color, national origin or sex in the award or performance of any subcontractors or purchase orders resulting from or relating to this solicitation. Moreover, the Offeror shall make good faith efforts to select contractors, service providers, vendors, and suppliers from local and disadvantaged enterprises.

The Offeror must demonstrate a good faith effort to provide opportunity for LMWBEs, in part by providing as a part of its Statement of Qualifications the forms provided in this RFQ, which shall be completed in a manner sufficient to provide documentation of such good faith efforts. Those forms pertaining to development of local and disadvantaged enterprises include:

LOCAL AND/OR MINORITY / WOMAN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION (Form 2)
LOCAL AND MWBE GOOD FAITH EFFORTS REQUIREMENTS (Form 3)
LOCAL AND MWBE DEVELOPMENT DOCUMENTATION (Form 4)

Good faith efforts should 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.
- 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.

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.

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 of 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 having origins in any of the Black racial groups of Africa;
2. Hispanic American: A person of Spanish culture with origins in Mexico, South America, Central America or the Caribbean, regardless of race.

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 School District’s Program Management Firm is available to identify and facilitate qualified Local and/or Minority and/or Women Owned Businesses through its community outreach division. The contact person for this assistance is Sylvester Formey, Phone 912-236-1766 and email sylvesterl@vangdist.com.
For more information regarding how to best provide opportunities for business growth and development for local and disadvantaged business enterprises, please contact:

Savannah Entrepreneurial Center
801 E. Gwinnett Street
Savannah, GA 31401
(912) 652-3582 (Phone)

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Offerors or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this RFQ.

S. Protests.

Any actual or bona fide prospective Offeror who is aggrieved in connection with this RFQ may protest to the Purchasing Director. By submitting a Statement of Qualifications in response to this RFQ, the Offeror agrees that this RFQ, as modified by Addendum, is fitting and proper, and that no claim or grievance against the District that is attributable to the content of the RFQ exists. Any protest shall be submitted within five business (5) days after the action by the District on which the grievance is based.

The District shall not intentionally withhold information that is stated in this RFQ 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 the Superintendent, who shall respond to the protesting offeror within ten (10) business days of receipt of the letter of protest. This written decision shall be final and conclusive.

T. Award of Contract.

The District reserves the right to reject all Statements of Qualifications (Proposals) or any Statement of Qualification (Proposal) that is nonresponsive or not responsible and to waive technicalities and informality. The District reserves the right to not award a contract to any Offeror, to cancel this RFQ (RFP), and to re-advertise the project using a similar or different competitive process at any time before the Board of Education votes to award the contract as a result of this RFQ (RFP).

A contract, if any contract is awarded, will be awarded by means of the process described in Attachment A - SCOPE OF SERVICES, FORM OF PROPOSAL, SELECTION PROCESS AND FORM OF AGREEMENT (including exhibits attached thereto).

Statements (Proposals) received after the time and date for submittal stipulated herein this RFQ will not be opened, reviewed, or considered. Proposed services, cost, and other factors, including those stipulated above in Article Q, must be met to the satisfaction of the District in order for a Statement to be considered responsive.

The Selection Committee will receive and evaluate all Statements of Qualifications submitted in response to this RFQ using the Initial Screening Criteria set forth in Section 8.0 of Attachment A. After evaluating Offerors using this criteria, the Selection Committee will create a short list of at least three (3) Offerors found to be reasonably susceptible of being selected for award. These short-listed Offerors may receive a Request for Project Proposal containing additional project
information and instructions. The short-listed Offerors will also be assigned an interview time with
the Selection Committee. All Offerors not selected for interviews will be so informed in writing.

Each short-listed Offeror will provide the Selection Committee with its Response to the Request for
Project Proposals at the time required by the District which will be prior to its interview with the
Selection Committee. None of the short-listed Offeror’s responses to the Request for Project
Proposals should contain a Fee Proposal. Sealed Fee Proposals should be submitted separately
at the conclusion of each interview.

After interviewing the short-listed Offerors and reviewing their Responses to the District’s Request
for Project Proposals, the Selection Committee will re-evaluate the short-listed Offerors using the
criteria set forth in Attachment A. The most qualified Offerors will be ranked in priority order of
desirability and declared to be the Finalist Offerors. All firms interviewed will be informed of the
selection in writing.

The highest-ranked Finalist Offeror will be asked to meet with the Superintendent or his designee
to negotiate a final fee proposal for the project to present to the Board of Education for approval. In
the event that the Superintendent or his designee cannot reach a consensus with Offeror with
respect to a final fee proposal with the highest-ranked firm, the second highest-ranked firm will be
asked to meet with the Superintendent or his designee to finalize a fee proposal to present to the
Board of Education for the project. In the event that a final fee proposal cannot be reached with the
second highest-ranked firm, this process will continue with the next firm on the list until an
agreement with respect to a final fee proposal is reached.

Once a final fee proposal has been reached, the Finalist Offeror will be presented to the School
Board with a recommendation for appointment to the specific project. The Board of Education has
discretion to accept the recommendation or reject it.

U. Offeror Performance.

The successful Offerors 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 RFQs.

V. Cancellation / Default of Contract

Cancellation or Default of a contract shall be as prescribed in Attachment A, "Scope of Service,
Form of Proposal, Selection Process and Form of Agreement."

III. RFQ SUBMITTAL INSTRUCTIONS
All Statements of Qualifications must be prepared in the standard format described below in order to
facilitate comparison and evaluation. Failure to follow the format or to address an area adequately may
cause the Statement to be deemed nonresponsive and therefore, be excluded from consideration. Any
proposed deviation from the requested item must be noted and fully explained.

A. Completion of Certification Form (Form 1) & Local and/or Disadvantaged Business Enterprise
Development Information Form (Form 2)

1. Complete the attached CERTIFICATION FORM. Include a contact person for this RFQ with a
phone number where that person may be reached. Include this form as the first page of
the submittal.

2. Complete the LOCAL AND/OR MINORITY/WOMEN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION
Form (Form 2) with pertinent information for local, minority/Women/majority designation.
Please also complete the "How Did You Hear About This RFQ?" section. This information is
for statistical use only.

3. Complete all required documents within the Forms Section of this RFQ.
B. RFQ Preparation and Submittal

All Statements of Qualifications shall be submitted as described in the RFQ documents in the number of required copies and format:

1. Typewritten, single-spaced in a size, not smaller than 11 and not larger than 13 point font, and signed by an authorized representative of the Offeror. ALL SIGNATURE SPACES MUST BE SIGNED BY THE RESPONSIBLE PRINCIPAL ESTABLISHED IN THE CERTIFICATION FORM (FORM 1). Signatures must be original, penned in blue ink; facsimile, printed, copied or typewritten signatures are not acceptable. Smaller fonts may be used as necessary when completing forms, where allowable space is defined.

2. Submitted in a sealed package, which is plainly marked with the RFQ number and title, and date and time of the RFQ submittal deadline. The content of each Statement of Qualifications must be limited to one single binder or package.

3. Submitted on statement forms as included in this RFQ and in accordance with instructions stated above and within the provisions of all Attachments.

4. Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the date and time of the RFQ submittal deadline. Whether sent by mail or by means of personal delivery, the Offeror assumes the risk for having the Statement of Qualifications deposited on time and at the place specified on the first page of this RFQ. Offerors are responsible for ensuring that their Statement of Qualifications are stamped by Purchasing Department personnel before the submittal deadline indicated.

5. Statements of Qualifications or any portions thereof submitted by facsimile or email transmission will not be accepted.

6. Statement of Qualifications are an irrevocable offer for a period of ninety (90) days from the date of the RFQ submittal deadline.

Offerors are encouraged to review carefully all provisions and attachments of this document prior to submission. Each Statement constitutes an offer and may not be withdrawn or modified except as provided herein. Offerors shall provide the original and specified number of copies of Statements containing all pertinent documentation. The District assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the Statement.

IV. SCCPSS RFQ FORMS

The Savannah-Chatham County Public School System (SCCPSS) Forms listed below are a part of this RFQ. In order for a Statement of Qualifications to be considered responsive, Forms 1 thru 10 must be fully completed, executed, and submitted as a part of the Statement. Failure to submit and execute the forms will render a Statement non-responsive. The actual Forms are found at the end of this RFQ, subsequent to any Sections that follow this Section, IV. “SCCPSS RFQ FORMS.”

FORM 1: CERTIFICATION FORM: Certifies that the offeror has carefully reviewed all provisions of the solicitation and hereby agree to be bound by said provisions of this package.

FORM 2: LOCAL AND/OR MINORITY / WOMEN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION: Required to assist District with documenting status of participating offerors.

FORM 3: LOCAL AND MWBE GOOD FAITH EFFORTS REQUIREMENTS: Required for certifying and documenting evidence of good faith efforts to utilize local and Disadvantage Business Enterprises on this contract.

FORM 4: LOCAL AND MWBE DEVELOPMENT DOCUMENTATION: Required to assist District in evaluating good faith efforts of Offerors.

FORM 5: DISCLOSURE OF RESPONSIBILITY STATEMENT: Certifies and documents Offeror’s ability or responsiveness to provide services in accordance with governmental business practices.

FORM 6: CONTRACTING AFFIDAVIT AND AGREEMENT: Required by O.C.G.A. § 13-10-91 for all firms providing service(s) to public sector entities. This form requires compliance regarding hiring and verification of employees.
FORM 7: **FORM OF BUSINESS DISCLOSURE STATEMENT:** Confirms identity and legal status of Offeror.

FORM 8: **STATEMENT OF ACTIVE PARTICIPATION IN SCCPSS SCHOOLS:** Documents active participation in SCCPSS schools as encouraged by Board Policy FGC.

FORM 9: **SUBCONTRACTOR AFFIDAVIT:** Required by O.C.G.A. § 13-10-91(b)(3) for all firms providing service(s) to public entities. This form requires compliance regarding hiring and verification of employees.

FORM 10: **SUB-SUBCONTRACTOR AFFIDAVIT:** Required by O.C.G.A. § 13-10-91(b)(4) for all firms providing service(s) to public entities. This form requires compliance regarding hiring and verification of employees.

V. **ATTACHMENTS TO RFQ**

The following listed attachments to this RFQ, including any exhibits attached thereto, are a part of this RFQ as if included herein the main body of this RFQ verbatim.

**Attachment A:** SCOPE OF SERVICES, FORM OF PROPOSAL, SELECTION PROCESS AND FORM OF AGREEMENT (including exhibits attached thereto)
CERTIFICATION FORM
RFQ C16-17

The undersigned Offeror certifies that he/she has carefully read the preceding list of instructions to Offerors and all other data applicable hereto and made a part of this Request for Qualifications. Offeror further certifies that the Statement of Qualifications (Proposal) submitted is in accordance with all documents contained in this RFQ, and that any exception taken thereto may disqualify his/her Statement of Qualifications, and that any misrepresentation of facts hereby subject Offeror to debarment from future District procurement. Offeror understands and agrees all Statements of Qualifications are FINAL.

The Offeror in response to this RFQ is hereby stipulated to be none other than:

__________________________________________________________
Company

__________________________________________________________
Federal Taxpayer ID No.

___________________________  ____________  ____________  ____________
Street Address  City  State  Zip

___________________________  ____________
Phone No.  Fax No.

__________________________________________________________
Responsible Principal

*If the Offeror is a joint venture that is a business entity created for the purpose of functioning as the joint venture, enter above the correct legal information for the joint venture business entity which intends to enter into a contract with the District for the Services solicited by this RFQ. If the joint venture is operated through the existing legal status of the venture partners, enter above the correct legal information for only the one venture partner with majority participation in the joint venture, or if all venture partners are equal in the joint venture, enter information for only the venture partner which intends to enter into a contract with the District for the Services solicited by this RFQ.

IF different than the Responsible Principal listed above, the Contact Person for this RFQ is hereby authorized to be:

__________________________________________________________
Contact Person for this RFQ

__________________________________________________________
Phone Number of Contact Person

Receipt of the following Addenda is hereby acknowledged: #________ #________ #________ #________
(All Addenda issued MUST be acknowledged in order for Statement of Qualifications to be considered responsive.)

This is to certify that I, the undersigned Offeror, have read the instructions to Offeror and agree to be bound by the provisions of the same, this ________________ day of ________________________, 201 _____, by:

__________________________________________________________  ____________  ____________
Responsible Principal  Title  Authorized Signature

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____________ DAY OF ________________________, 201 _____

__________________________________________________________  Notary Public; My Commission Expires:________________________

DO NOT include any attachments to this form.

SCCPSS RFQ FORM 1
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, proposals or Statements of Qualifications are required to report ownership status. See Section R, "Development of Local and Minority / Woman Business Enterprises" for information to assist in completing this Form.

OFFEROR: ___________________________________________ RFQ # _C16-17_

Please check ownership status as applicable:

____ Local
____ Woman
____ African American
____ Hispanic
____ Majority
____ Non-Local

Name, Title ___________________________________________ Authorized Signature __________________________ Date __________

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___________ DAY OF ________________________, 201____

_________________________________________________________________________________________ Notary Public; My Commission Expires: ____________________________

HOW DID YOU HEAR ABOUT THIS RFQ?
(This information is for statistical use only.)

____ City of Savannah, Department of Economic Development
____ Received Request for Qualifications by Mail
____ The Savannah Tribune Legal Ad
____ Other ___________________________________________
____ The Herald Legal Ad
____ Savannah News Press Legal Ad
____ Visiting the Purchasing Office

DO NOT include any attachments to this form.

SCCPSS RFQ FORM 2
**LOCAL AND MWBE GOOD FAITH EFFORTS REQUIREMENTS**

Offerors are required to submit with the Statement, evidence of good faith efforts utilized to ensure that Local and MWBE are provided with the maximum opportunity to compete on this contract. Such good faith efforts of an Offeror will include, but not limited to, the following:

<table>
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<tr>
<th>Description</th>
<th>YES or NO. Please explain:</th>
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</thead>
<tbody>
<tr>
<td>Attend pre-solicitation meetings to inform LMWBEs of subcontracting opportunities</td>
<td></td>
</tr>
<tr>
<td>Advertise in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities</td>
<td></td>
</tr>
<tr>
<td>Communicate with the City of Savannah's Office of Economic Development to identify available and qualified LMWBE firms</td>
<td></td>
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<tr>
<td>Select portions of work for subcontracting in areas with established availability of LMWBE subcontractors</td>
<td></td>
</tr>
<tr>
<td>Solicit and negotiate with available and qualified LMWBEs for specific subcontracting opportunities</td>
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<tr>
<td>Other efforts</td>
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</table>

Company ___________________________________________ Name, Title __________________________ Authorized Signature ___________ Date ___________

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___________ DAY OF _____________________, 201____

______________________________________________ Notary Public; My Commission Expires:__________________________

*Include attachments to this form only as deemed necessary.*

*Any attachments to this form must be marked clearly on each page with the words, "Attachment to Form 3."*
## LOCAL AND MWBE DEVELOPMENT DOCUMENTATION

**Project Name:** Construction Manager at Risk Contracting Services (CMR) for Juliette Low Elementary School Replacement, RFO #: C16-17

Enter below documentation of efforts made by the Offeror to enlist the participation of Local and/or MWBE.

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Person &amp; Date Contacted</th>
<th>Telephone # &amp; Email Address</th>
<th>Type of Services</th>
<th>Method of Communication</th>
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Note: Provide additional copies of this form if necessary, numbering each.

Company ___________________________ Name, Title ___________________________ Authorized Signature ___________________________ Date __________

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___________ DAY OF ___________, 2014 ______

________________________________________ Notary Public; My Commission Expires: ___________________________

*Include attachments to this form only as deemed necessary.*

*Any attachments to this form must be marked clearly on each page with the words, “Attachment to Form 4.”

**SCCPSS RFQ FORM 4**
DISCLOSURE OF RESPONSIBILITY STATEMENT

List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
Not Applicable { } or List:

List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affect the responsibility of the contractor.
Not Applicable { } or List:

List any convictions or civil judgments under state or federal antitrust statutes.
Not Applicable { } or List:

List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
Not Applicable { } or List:

List any prior suspensions or debarments by any government agency.
Not Applicable { } or List:

List any contracts not completed on time.
Not Applicable { } or List:

List any penalties imposed for time delays and/or quality of material and workmanship.
Not Applicable { } or List:

List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.
Not Applicable { } or List:

List any pending civil actions against company for nonperformance of contract.
Not Applicable { } or List:

I, ____________________________________________, of ____________________________________________, Company Name

Name of Individual, Title & Authority

Declare under oath that the above statements, including any supplemental responses attached hereto, are true.

_________________________________________ State of ______________________________

Authorized Signature County of ______________________________

Subscribed and sworn to before me on this __________ day of __________________ 201 ______ by representing

him/herself to be of the company named herein.

_________________________________________ Notary Public; My Commission Expires: ____________________________

DO NOT include any attachments to this form.

SCCPSS RFQ FORM 5
CONTRACTING AFFIDAVIT AND AGREEMENT

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 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 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), ________and (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: _____________________

DO NOT include any attachments to this form.

SCCPSS RFQ FORM 6
FORM OF BUSINESS DISCLOSURE AND INSURANCE COVERAGE STATEMENT

Please make clear the exact type of legal entity that will perform this contract. Describe below the nature of the business organization and the financial participation of any member business entities. State the appropriate information to show that the business organization has all required licensing and authorization to provide the type of service proposed.

Form of Business:  
{ } Corporation  
{ } Partnership*  
{ } Limited Liability Corporation  
{ } Sole Proprietorship  
{ } Limited Liability Partnership  
{ } Joint Venture*

*If the Offeror is a partnership or joint venture, attach** to this Form (Form 8) a copy of the contractual agreement between the participants in the partnership or joint venture. The partnership or joint venture Offeror must comply with all requirements, including those stipulated in Section I, "Offeror’s Essential Credentials and Business Structure."

Full Legal Name and Physical Address of Business Organization (must match information in Form 1):

As Applicable, Full Legal Name and Physical Address of Each Other Party to Partnership or Joint Venture:

The Offeror must be licensed to perform the Services solicited by this RFO. Attach to this Form a copy of the Offeror’s Georgia General Contractor’s license, which must be identical to that name entered above and on the CERTIFICATION FORM (Form 1)**. Enter below the name of the individual who serves as the Qualifying Agent for the Offeror. Also, if Offeror is a corporation, attach to this Form a copy of a current Annual Corporate Registration issued by the State in which incorporated**. Also, attach to this Form a copy of the current local business license held by the Offeror from the municipality where it is located**. See Section L, "Offeror’s Essential Credentials and Business Structure," for additional information.

The Offeror must meet certain minimum insurance requirements at the time a statement of Qualifications is submitted. Attach to this Form written insurance certificates of current existing policies and coverages**, and attach also a letter from insurer stating that the Offeror can provide the required limits of insurance specified by this RFO pending award of a contract. See Section O, "Insurance and Bonding Requirements," for additional information.

Name of Qualifying Agent for the Georgia Design Professional’s license of the Offeror, and license number:

Full Name: ___________________________ License Number: ___________________________

Name, Title: ___________________________ Authorized Signature: ___________________________ Date: ___________________________

Company: ___________________________

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _______ DAY OF __________________________, 201________

_______________________________________________ Notary Public; My Commission Expires: __________________________

Attachments to this form must be marked clearly on each page with the words, "Attachment to Form 8."

**At least five(5) attachments to this Form are REQUIRED.

SCCPSS RFQ FORM 7
**STATEMENT OF ACTIVE PARTICIPATION IN SCCPSS SCHOOLS**

The Board of Education encourages Construction Manager At Risk professionals who do business with SCCPSS to actively participate in our schools and provide career direction to students interested in learning more about these fields, to include supporting student career days, construction mentorship programs, and other related activities. (excerpt from Board Policy FGC)

List below current and planned activities which support SCCPSS schools.

<table>
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<th>School</th>
<th>Business and/or Individual Name</th>
<th>Date(s)</th>
<th>Activity</th>
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</tbody>
</table>
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned 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 __________ 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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned 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 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 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. 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 Subcontractor

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:

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUBCONSULTANT/SUPPLIERS

SCCPSS RFQ FORM 9
Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

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 (name of contractor) and (name of sub-contractor) on behalf of (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 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 sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). 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

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:

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUB-SUBCONSULTANT/SUPPLIERS

SCCPSS FORM RFQ 10
ATTACHMENT A

JULIETTE LOW ELEMENTARY SCHOOL REPLACEMENT PROJECT

CONSTRUCTION MANAGER AT RISK SCOPE OF SERVICES,
FORM OF PROPOSAL, SELECTION PROCESS AND FORM OF AGREEMENT

RFQ #C16-17 (ESPLOST)

1.0 CONE OF SILENCE

A “Cone of Silence” is imposed upon this Request for Qualifications (RFQ) after advertising, and terminates at the time the Board of Education awards a contract. The Cone of Silence prohibits any communications by written, oral, or electronic form 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, and any member of the Board of Education, the superintendent or his staff, any persons involved in evaluating the statements for qualifications (proposals), program managers, or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular vendor or vendors and to prevent prospective offerors from circumventing the process for selection set forth in this RFQ.

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, or contract negotiations with offerors selected for award. Written communications expressly authorized by this solicitation, such as (1) the submission of the statement of qualifications packet 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 prospective offeror may result in the rejection of the prospective offeror’s response and disqualify the prospective 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.

2.0 PURPOSE:

The Savannah-Chatham County Public School System (hereinafter referred to as “the District”), is soliciting Statements of Qualifications (Proposals) for Construction Manager at Risk Contracting Services (CMR) from firms authorized to do business in the State of Georgia, and experienced in construction of new, renovation and/or modifications of K-12 public schools. Those firms determined by the District to be sufficiently compliant and qualified may be invited to interview and offer price proposals for these services. All respondents (hereinafter referred to as “Offerors”) to this Request for Qualifications (RFQ) are subject to the instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully.

The District reserves the right to reject all Statements of Qualifications (Proposals) or any Statement of Qualification (Proposal) that is nonresponsive or not responsible and to waive technicalities and informalities. The District reserves the right to not award a contract to any Offeror, to cancel this RFQ (RFP), and re-advertise the project using a similar or different competitive process at any time before the Board of Education votes to award a contract as a result of this RFQ (RFP).

In selecting a CMR, the District will place emphasis on the experience of the Offeror and assigned personnel in providing like functions on projects of similar magnitude and complexity as the proposed project. Emphasis will be placed on Offerors that have experience, knowledge and resources specific to Construction Manager at Risk services respective to phasing, scheduling, contract coordination and compliance, budget control, and familiarity with State, County and City laws, ordinances and codes. Offerors with experience as Construction Managers at Risk, providing Pre-Construction Phase services for Scheduling, Estimating, and Value Engineering during design, as well as Construction Phase Services, are encouraged to submit Responses. Local Firms and Minority Business Enterprises are encouraged to respond to this RFQ. The District encourages the participation of Local and Minority and Women owned enterprises.
3.0 GENERAL PROJECT INFORMATION:

The District is considering the services of a Construction Manager at Risk firm (CMR) for the above mentioned projects. In addition to managing the construction, the CMR will provide preconstruction services and work collaboratively with the architectural firm (Design Professional) assigned to each project, to develop cost opinions and potential cost savings in relation to the project. The Design Professional, on behalf of the District, will be responsible for the design and development of construction documents and project management services. The project site is property of the District. It is the responsibility of the Design Professional to file for site development and building permits. The CMR shall be responsible for following through to issuance and obtaining all applicable permits for construction, including the payment of all related fees, including impact fees. A description of the project is as follows:

Juliette Low Elementary School, 15 Blue Ridge Ave, Savannah, Georgia 31404

The school will have a student population (FTE) of 950. The project consists of approximately 130,000 SF of new construction. The school will be relocated to modular classroom facilities beginning January 5, 2016 and for the 2016-17 school years. All demolition, new construction, site work, and utilities, for the new school is included in the project scope along with managing the removal of the modular temporary campus which will be located on site. CMR activities for preconstruction are currently scheduled to be performed from January 2016 through April 2016. The facility needs to be 100% complete and ready for full occupancy by August 1, 2017. The construction must be substantially complete no later than June 15, 2017 in order to accommodate the timely delivery and installation of the District’s furniture and equipment by other contractors. The Stated Cost Limitation for the Project is $22,000,000.

The CMR will issue a Guaranteed Maximum Price (GMP) for the project and, if accepted by the District, will assume responsibility for construction of the project. The GMP will be a contractual obligation. The CMR will also develop an overall project schedule, which will also be a contractual obligation. In addition, the CMR will be responsible for methods of construction, safety, and the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its predetermined budget and scheduling.

A Mandatory Pre-Proposal conference will be conducted at 10:00 AM on Tuesday, September 29, 2015 in the Media Center at Juliette Low Elementary School, located at 15 Blue Ridge Avenue, Savannah, Georgia 31404. Statements of Qualifications will not be accepted from any firm that is not represented at the Mandatory Pre-Proposal Conference.

4.0 GENERAL REQUIREMENTS/SCOPE OF SERVICES:

The Construction Manager at Risk (CMR) services will include preconstruction and construction phases. During both phases of the project, the CMR will work collaboratively with the Design Professional to review documents, budgets and propose any changes to the project scope or drawings that will increase quality and decrease the occurrence of change orders. The CMR will procure the services of subcontractors, suppliers, consultants, equipment, and services by competitive bidding or negotiation in accordance with the provisions of O.C.G.A. Sections 36-91-20 and 36-91-21, whichever offers best value to District and remains within CMR’s Guaranteed Maximum Price. The CMR will assist the District and its agents in the management and the administration of the project except that the District shall, at all times, retain contractual control of all prime CMR consultant contracts, project funds and disbursements. The requirements are included in the Form of Agreement attached to the RFQ.

A. Preconstruction Phase: When design documents have been developed in sufficient detail, the CMR, with the assistance of the Design Professional, will commit to a GMP for all construction and site utility development. The successful CMR shall not be eligible to bid or enter into a contract or subcontract for any of the construction or other services other than as set forth in the CMR General Requirements. Other services to be provided during preconstruction include but are not limited to:
   - Review documents and budgets
   - Provide cost estimates
   - Attend pertinent review meetings with District staff
   - Perform value engineering and constructability reviews and propose changes resulting from these reviews
   - Advise on any changes to the scope of the project
   - Develop phasing and safety plans
   - Identify key subs, obtain pricing and assemble Component Change Orders and GMP’s

B. Construction Phase: Construction will commence with the release of distinct work packages (components) while the design documents are being finalized. The CMR and Design Professional will identify proposed key subs and assemble Component Change Orders culminating in the GMP for the project. The project shall
be constructed within the GMP. The CMR will be responsible for methods of construction, safety programs, general conditions, prequalification of subcontractors and bidding of all work, certification of work in place and monthly pay requests, coordination and scheduling of all construction and miscellaneous contracts. Other services to be provided during construction include but are not limited to:

- Full responsibility for project safety
- Obtaining permits
- Maintaining on-site staff for management of the project
- Establishing and maintaining coordination procedures
- Developing and maintaining a detailed schedule (CPM) to include delivery, approvals, inspection, testing, construction and occupancy, conduct and record job meetings
- Prepare and submit change order documentation for approval of the Design Professional, Program Manager and the District
- Maintain a system for review and approval of shop drawings
- Maintain records and submit bi-weekly reports and formal monthly reports to the Design Professional, Program Manager and the District
- Maintain quality control and ensure conformity to plans
- Provide cost control through progress payment review and verifications according to the approved schedule and contract amounts
- Develop as-built drawings
- Coordinate post-completion activities to include the assembly of guarantees, manuals, closeout documents, training and the District’s and GaDOE’s final acceptance
- Commissioning of major equipment items including, but not limited to, HVAC, audio visual and educational technology equipment, electrical switch gear, controls, etc.; CMR must work with the Design Professional to develop an electrical system coordination analysis to ensure proper sequencing of equipment shutdown and restart in the event of loss of power or emergency.

C. Warranty Phase:
- Coordinate and monitor the resolution of remaining punch-list items
- Coordinate, monitor and resolve all warranty complaints to the satisfaction of the District during the one-year general warranty period
- Provide year-end inspection

D. Construction Manager Agreement: The agreement between the District and the CMR will be the District’s form of contract for construction management (which is modeled after the State of Georgia contract for such services – see Exhibit 1). The general requirements of the CMR contract are not open for negotiation as part of this RFQ. The contract price will be accomplished through a GMP Change Order. Component Change Orders will be incorporated into the contract as individual construction packages priced and agreed to by the District. The construction services will be on an actual cost basis with all savings under the GMP, including unused contingency returned to the District.

E. The CMR will be required to use the program management software, IMPACT™, as a document control system. Training will be supplied by the Program Manager for the IMPACT™ program. The system will be used for all phases and aspects of the project.

5.0 RFQ SCHEDULE OF EVENTS

The following Schedule of Events represents the District’s best estimate of the schedule to be followed. The District reserves the right to adjust the schedule as it seems necessary.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>District issues Public Advertisement of RFQ</td>
<td>September 13, 2015</td>
<td></td>
</tr>
<tr>
<td>2nd Public Advertisement of RFQ</td>
<td>September 27, 2015</td>
<td></td>
</tr>
<tr>
<td>Mandatory Pre-Proposal (pre-qualification) Conference</td>
<td>September 29, 2015</td>
<td>10:00 am</td>
</tr>
<tr>
<td>Request for clarifications cutoff date</td>
<td>October 1, 2015</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Addenda cutoff date</td>
<td>October 6, 2015</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Deadline for submission of Statements of Qualifications</td>
<td>October 15, 2015</td>
<td>11:00 am</td>
</tr>
<tr>
<td>District completes evaluation and issues notification to finalist Offerors</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>District conducts a pre-proposal conference for finalist at site</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Deadline for submission of written questions from finalists</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>District issues Addendum to all finalist request for clarification</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Deadline for finalist Offerors to submit project proposal</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

RFQ C16-17 Construction Manager at Risk Contracting Services (CMR) for Juliette Low Elementary School Replacement
September 13, 2015
6.0 INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Each Statement of Qualifications (Proposal) shall be signed by an authorized representative of Offeror. By submitting a Statement (Proposal), the CMR certifies that all information provided in response to this RFQ is true and accurate. Failure to provide information required by this RFQ will ultimately result in rejection of the Response. One (1) original and five (5) copies of Response shall be prepared for a total of six (6) sets. The original proposal must be clearly marked “original”. Each copy must be identical, typed on standard 8.5 x 11 paper in font size ranging from 11 to 13 and bound in a single volume. The pages must be numbered. A table of contents, with corresponding tabs, must be included to identify each section, specifically having COMPLIANCE SECTION with the required documents and documentation immediately following Letter of Interest and Executive Summary, and immediately in front of said tab sections.

Statements of Qualifications (Proposals) should be prepared simply and economically, providing a straightforward, concise description of the CMR capabilities for satisfying the requirements of the RFQ. Each submittal must begin with a LETTER OF INTEREST (one page maximum) from Offeror followed by an EXECUTIVE SUMMARY (one page maximum) which addresses the Evaluation Criteria and Scope of Work. Responses shall include an organizational chart for preconstruction and construction phase services. The content of all Responses must be categorized and numbered as outlined below, and responsive to all requested information:


6.1 Description of Offeror and Experience and Qualifications (Tab A):

   6.1.1 Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, e-mail address and company website (if available). If the Offeror has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify the office from which the project will be managed and this office’s proximity to the project site.

   6.1.2 Provide forms one (1) through (10) included in “Request for Qualifications”, pages thirteen (13) through twenty-two (22) and executed per instructions on page 11.

   6.1.3 Include information requested under section “Experience and Qualifications”.

   6.1.4 Provide a statement of disclosure, which will allow the District to evaluate possible conflicts of interest.

   6.1.5 Provide name of insurance carrier, types and levels of coverage and deductible amounts per claim. Provide a letter on the Offeror’s insurance company’s letterhead stating the Experience Modification Rate (EMR) for the past three years.

6.2 Personnel and Project Team (Tab B):

   6.2.1 Provide information requested under section “Personnel and Project Team”.

6.3 Organizational Qualifications (Tab C):

   6.3.1 Provide LMEWBE status and any non-discrimination policies of the Offeror; describe the Offeror’s record and methodologies of addressing public safety, accessibility for persons with disabilities and special needs and environmental concerns.

   6.3.2 Provide fiscal year-end Audit, Review, or Compilation (at a minimum) prepared by a Certified Public Accountant (CPA). If year-end statements are older than 90 days, also provide interim financials that are within 60 days of the date of submission of Statement of Qualifications. Information provided must include the Offeror’s annual revenues for the last five (5) years. Year-end statements provided must be audited, reviewed, or compiled by a CPA. In-house accounting
reports prepared by the Offeror may be used for the supplemental interim statements, but not for the year-end statements. Failure to meet this requirement may result in the determination that the Offeror’s Statement of Qualifications is non-responsive. Offeror’s years of successful operation and demonstrated stability of management structure and Ownership i.e. type of organization and number of years in business.

6.3.3 The history and growth of Offeror including general information describing disciplines, number of employees, locations and staffing offices.

6.3.4 Documented financial viability of Offeror as demonstrated in the fiscal year-end Audit, Review, or Compilation, supplemented by interim financial statements (if applicable) and annual revenues for the last five (5) years.

6.3.5 A list of active litigation and litigation history spanning the past five (5) year period.

6.3.6 A list of all contracts from which Offeror has been removed or failed to complete as assigned.

6.3.7 Documented previous performance of the Offeror stating types of services performed, client’s statements of quality and ability to meet established time lines.

6.3.8 Offeror’s current work load.

6.3.9 Offeror’s apparent fit to the project type and needs of the Owner, including the Offeror’s unique qualifications for the project.

6.3.10 Offeror’s proximity of office to project location, non-discrimination policies, record of addressing public safety, social and environmental concerns and special services.

6.4 **Project Management (Tab D):**

6.4.1 Provide information requested under section “Project Management”.

6.5 **Local Business and L/MWBE Program (Tab E):**

6.5.1 Provide information request under section “Local Business Experience (10%) and/or Minority Business Demonstrated Experience (10%).

6.6 **Statement of Why the Offeror should be Selected (Tab F):**

This section provides each Offeror the opportunity to provide specific information not previously requested that differentiates them from others in the competition. This statement should be limited to two pages.

7.0 **QUALIFICATION REQUIREMENTS:**

**Firms must meet the following requirements:**

7.1.1 Offeror must demonstrate that it has sufficient bonding capacity for anticipated total cost of work. Enclose letter from Surety to clearly state Offeror’s ability to provide bonding for this procurement.

7.1.2 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 each occurrence and $10,000,000 aggregate; Builders’ Risk written on 1991 Cause of Loss-Special Form or its equivalent. Enclose letter from insurer, stating that Offeror is insurable as indicated.

7.1.3 Offeror must hold a General Contractor License issued by the Secretary of the State of Georgia, and provide copy(ies), thereof, showing name of Qualifying Agent for the Offeror.

7.1.4 Offeror must provide a copy of their 2015 Current Annual Registration with the State of Georgia (G.C.G.A. 43-41-9). Offeror must provide a copy of their 2015 Business License/Tax Certificate.
7.1.5 Offeror must provide complete copies of forms 1 through 10 (Notarized, Stamped and Sealed where specified).

7.1.6 Offeror must demonstrate its financial stability by providing a copy of their most recent audited financial statement.

7.1.7 Offeror should have preferably constructed at least three (3) K-12 school facilities, which includes at least one (1) located within the Southeast Region of the US, defined here to include Tennessee, North Carolina, Alabama, Georgia, South Carolina, and Florida.

8.0 INITIAL SCREENING CRITERIA:

The Selection Committee members shall use the RFQ Evaluation Form (Exhibit 2) to document their review and evaluation of the submission in accordance with the criteria listed below:

8.1 Experience and Qualifications (20%): Provide experience and qualifications of the Offeror, including the demonstrated ability to effectively manage the preconstruction and construction services for facilities comparable in complexity, size, and function, for Owners such as the State of Georgia and other similarly-structured organizations. Offeror is requested to list projects meeting the following standards:

8.1.1 List three (3) to five (5) school facilities (new, renovation or addition) constructed within the last 10 years or projects of similar size and scope which have a gross floor area of at least 71,000 square feet and preferably currently operational in the Southeast Region of the U.S. The District desires list to contain projects that firm has performed under a CMR contract. For each project, the following information should be provided:

(1) Project name, location and dates during which services were performed.
(2) Provide a brief description of the project (square footage, type of construction, number of stories, describe site area).
(3) State if the work was phased or constructed on an occupied campus
(4) Provide Owner’s current contact information (including a fax number).
(5) Provide Architect’s current contact information (including a fax number).

8.2 Personnel and Project Team (15%): Provide identities and brief resumes of individuals who will be part of the project team. This includes relevant experience and qualifications of Offeror’s, Project Executive, Project Manager, Superintendent, Field Staff and Sub- Consultants, co-venturers, team members and other participants. Define each team member’s responsibilities, full-time equivalent participation, previous experience, a brief description of their educational and professional background and the length of time each team member has been employed by the Offeror or sub-tier participant firm. Include an organizational chart demonstrating the flow of responsibility over the lifetime of the project defining duration and percentage of time specific team members will be devoted to this project.

8.3 Organizational Qualifications (25%): Provide documentation describing the organizational qualifications of Offeror. This shall include:

8.3.1 Offeror’s years of successful operation and demonstrated stability of management structure and Ownership i.e. type of organization and number of years in business.

8.3.2 The history and growth of Offeror including general information describing disciplines, number of employees, locations and staffing offices.

8.3.3 Documented financial viability of Offeror as demonstrated in the fiscal year-end Audit, Review, or Compilation, supplemented by interim financial statements (if applicable) and annual revenues for the last five (5) years.

8.3.4 A list of active litigation and litigation history spanning the past five (5) year period.

8.3.5 A list of all contracts from which Offeror has been removed or failed to complete as assigned.

8.3.6 Documented previous performance of the Offeror stating types of services performed client’s statements of quality and ability to meet established time lines.
8.3.7 Offeror’s current work load. Points may be deducted if an Offeror’s workload is so light that it raises concerns that the Offeror lacks the capacity to handle this project. Conversely, points may be deducted if an Offeror’s workload is so great that it raises concerns that the Offeror will not be able to devote the attention to the project that the District desires. Points may be deducted from this category if an Offeror has other active projects with the District, to reduce the risk to the District that multiple projects will be stalled if unforeseen circumstances affect Offeror’s ability to perform its obligations to the District.

8.3.8 Offeror’s apparent fit to the project type and needs of the Owner, including the Offeror’s unique qualifications for the project.

8.3.9 Offeror’s proximity of office to project location, non-discrimination policies, record of addressing public safety, social and environmental concerns and special services.

8.4 **Project Management (20%)**: Describe how the project will be managed. Identify areas that pose the greatest challenges and provide the strategy the Offeror will employ to address them. Include:

8.4.1 The anticipated use of sub consultants

8.4.2 A proposed time and task schedule.

8.4.3 Description of the services provided during preconstruction and construction.

8.4.4 The procedures for obtaining project’s program goals and management of project budget during preconstruction.

8.4.5 Offeror’s methodology for releasing bid packages, bid procurement, scope review and bid package award.

8.4.6 Procedures for managing “scope creep”.

8.4.7 Procedures for managing quality control.

8.4.8 Commissioning procedures.

8.4.9 Procedures for Owner personnel training.

8.4.10 Procedures for management of warranties and close-out documents.

8.5 **Local Business Experience (10%) and/or Minority Business Demonstrated Experience (10%)**: As part of the initial screening, staff from the Purchasing Department will review the Offeror’s past performance and the information requested in Sections 8.5.1, 8.5.2 and 8.5.3 below. The Selection Committee will evaluate the Offeror’s history of actual achievement by LMWBE firms on previous projects and its plans for this project.

8.5.1 Indicate if a firm is a local business. (Reference RFQ, Part II, Section R for definitions of local and MWBE businesses.)

8.5.2 For three to five recent similar projects, provide information summarizing the actual achievement of LMWBE firms. Include owner reference information.

8.5.3 For this project, provide a narrative detailing the firm’s plans to maximize the utilization of qualified local, minority, and women owned business enterprises in compliance with Board policy.

8.6 **Selection Process**: The Selection Committee members shall meet and review the Responses. The goal of this review is to allow each Selection Committee member the opportunity to fully discuss the Responses. At the conclusion of this meeting, each Selection Committee member shall review his or her evaluations, make any appropriate changes, and submit his or her RFQ Evaluation Forms to the Selection Manager. Scores will be formulated to develop a short list of a minimum of three (3) Offerors found to be reasonably susceptible of being selected for award.
9.0 INTERVIEWS, PRESENTATION, AND FINAL SELECTION:

Once the Selection Committee's short list has been decided, all Offerors will be notified by faxed letter of whether or not they appear on the short list. Those who appear on the short list will be sent a Request for Project Proposal and be invited for interviews before the Selection Committee. Short-listed Offerors may be sent additional project information, site data, and school educational program information, if available. Short-listed Offerors will be sent an invitation to a mandatory site visit of the proposed school.

Responses to the District's Request for Project Proposals should meet the formatting requirements for Statements of Qualifications described in Section 6.0 above and provide the information requested below in Sections 10.1 to 10.6. These Responses will be due at a time established by the District. Fee proposals shall be provided in a separate sealed envelope at the conclusion of the interview.

After interviewing the short-listed Offerors and reviewing their Responses to the District's Request for Project Proposals, the Selection Committee will evaluate the Request for Proposals of the short-listed Offerors using the RFQ Evaluation Form (Exhibit 2) considering the criteria set forth in Sections 10.1 to 10.6 below. The most qualified Short-listed Offerors will be ranked in priority order of desirability and declared to be the Finalist Offerors. All firms interviewed will be informed of the selection in writing.

Following the interview process, the highest-ranked firm among the Finalist Offerors will be asked to meet with the Superintendent or his designee to negotiate a final fee proposal for the project to present to the Board of Education for approval. In the event that the Superintendent or his designee cannot reach a consensus with respect to a final fee proposal with the highest-ranked firm, the second highest-ranked firm will be asked to meet with the Superintendent or his designee to finalize a fee proposal to present to the Board of Education for the project. In the event that a final fee proposal cannot be reached with the second highest-ranked firm, this process will continue with the next firm on the list until an agreement with respect to a final fee proposal is reached.

Once a final fee proposal has been reached, the Finalist Offeror will be presented to the School Board with a recommendation for appointment to the specific project. The Board of Education has discretion to accept the recommendation or reject it.

10.0 SHORT-LISTED OFFEROR SCREENING CRITERIA:

10.1 References and History (10%):

Offeror shall submit and discuss its history of providing a positive working relationship with previous clients. The examples must detail challenges the firm has faced and solutions achieved. The firm is to provide references with contact information. The District reserves the option of contacting any of the references provided to confirm information provided. If additional references are required, the District will contact the Offeror, in writing, to request additional references.

10.2 Overall Management Approach and Methodology (30%):

(a) Demonstrate familiarity with CMR role.
(b) Describe firm's involvement in Pre-Construction Services.
(c) Services to be Provided.
(d) Describe the process how the project will be built.
(e) Describe Project Management Controls.
(f) Describe Project Close-out Procedures.
(g) Discuss Safety Record.
(h) Explain Strategy for attaining Material Completion Date.

10.3 Project Team (10%):

Offeror shall express the general and specific project related experience and capability of in-house staff and sub-consultants and their functions as it relates to this project.

(a) Discuss team's experience with similar projects. Individually, and experience working together.
(b) Introduce Team Members and discuss the role(s) they will play.
(c) Develop an organization chart as it relates to the project indicating key personnel and their relationship. It shall be understood that it is the intent of the District to insist that those key personnel indicated as the project team in this RFQ response actually executes the project.

(d) If a joint venture, or prime contractor arrangement of two (2) or more firms, indicate how the work will be distributed between the associated firms. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

10.4 **Cost Control (15%)**:

(a) Describe methodology for cost control.

10.5 **Project Scheduling (15%)**:

As part of the project approach, the firm shall propose a schedule for effectively phasing and executing the work in the optimum time. Describe any major milestones for achieving the schedule and any other recommendations that may directly impact the schedule.

(a) Present Project Schedule.

(b) Discuss Challenges.

10.6 **Local Implementation Plan (10%) and MWBE Implementation Plan (10%)**

Offeror shall propose their plan for inclusion of local and MWBE firms. Discuss areas of opportunities for local and MWBE participation, programs utilized to encourage participation and any other pertinent information related to this area to demonstrate commitment to a successful program consistent with Board Policy FG.

10.7 **Interview**:

The Selection Committee shall convene to separately interview the short-listed firms. As part of its interview, each firm shall make a short oral presentation. Selection Committee members shall use the RFQ Evaluation Form (Exhibit 2) to document their review and evaluation of each Presentation, within their respective areas or experience and knowledge.

11.0 **Pre-Proposal Conference Attendance (Mandatory)**: It is the firm’s responsibility to be represented at the Mandatory pre-proposal conference to become fully informed as to the nature and extent of the services required. The Mandatory Pre-Proposal conference will be conducted at 10:00 A.M. on Tuesday, September 29, 2015, in the Media Center of Juliette Low Elementary School, located at 15 Blue Ridge Avenue, Savannah, Georgia, 31404. The solicitation document will be reviewed and questions will be addressed at the pre-proposal conference. Statements of Qualifications will not be accepted from any firm that is not represented at the Mandatory Pre-Proposal conference.

11.1 Statements of Qualifications will be accepted up to the Deadline for submission of RFQs as noted in the Schedule of Events in paragraph 5.0 and shall be delivered to and stamped by the District’s Purchasing Department, to the attention of Mrs. Sabrina Scales, Purchasing Director, 208 Bull Street, Room 213, Savannah Georgia, 31401. Late proposals will not be accepted and will be returned to the Offeror unopened.

11.2 The Selection Committee will convene to review and score all submittals. Based on evaluations of Responses, a minimum of three firms may be interviewed at times to be determined. The order of presentation will be chosen at the District’s sole discretion and the firms so notified.

11.3 **Notification to Finalists**: Offerors selected as Finalist Offerors and those not selected as Finalists Offerors will receive written notification from the District. The written notification to Finalist Offerors will address specific information regarding the remainder of the selection process to include the following:

11.4 **Request for Proposals**: Finalist Offerors may be asked to submit more detailed information concerning their experience and abilities. The Request for Proposal will be submitted in a format prescribed by the District. Copies of the proposal shall be sent to the District prior to the interview at a time specified by the District. Additional proposal instructions and guidelines will be provided in the Notification to Finalists, as well as the criteria which will be used to evaluate the proposals.

11.5 **Interview**: The written Notification to Finalists will inform each Finalist Offeror of the place and time for the interview session. The time allotted to each Offeror will not exceed seventy-five (75) minutes to include: 10
minutes for setup, 20 minutes for Offeror presentation, 35 minutes for committee questions, and 10 minutes for knockdown. The District will provide a projection screen in the interview room; however, the Offeror must be prepared with their own projector and laptop for quick setup within the allotted time. The presentation may involve flip charts or boards along with oral presentation. Additional interview instructions and guidelines will be provided in the Notification to Finalists.

**Interviews will be conducted with all firms over the course of one (1) day to two (2) days. The time allotted will be the same for all interviewees. A uniform set of questions will be addressed to all interviewees, however further questions specific to individual proposals will also be addressed.**

11.6 **Fee Proposal:** Fee proposals will be requested from finalists and must be submitted at the conclusion of the interview session in a sealed envelope. The fee proposal format will be provided with the Notification to Finalists. By submitting a Statement of Qualifications in response to RFQ #C16-17 Construction Manager at Risk Services for Juliette Low Elementary School, the firm responding to the RFQ (hereinafter the "Offeror") certifies that, in submitting a fee proposal for the project, the estimated cost of construction plus the Offeror's fee for construction manager at risk services shall not exceed the project's Guaranteed Maximum Price (GMP) Limitation of $22,000,000. The Offeror also certifies that its proposed fee will be under 12% of the actual cost of construction for each project. Any Statement of Qualifications that fails to meet those requirements will not be accepted by the District.

11.7 **CMR Selection:** Upon completion of the interview and evaluation process, the District will re-evaluate and re-rank the proposals submitted by the Finalist Offerors, as modified by the allowed discussions, negotiations, and revisions, according to the criteria established in Section 10.0 above. The District will open the fee proposal of the highest ranking Finalist Offeror and attempt to negotiate a contract with that Offeror to include the fees to be paid. Should negotiations fail, the District will attempt to negotiate a contract with the next ranked Finalist Offeror, and so on, until a contract is successfully negotiated. The actual form of contract shall be developed by the District. Prior to interviews, Offerors selected as Finalists should review the contract attached as Exhibit 1 as it will form the basis of the contract between the Finalist Offeror and the District.

Upon entering a contractual agreement, the CMR firm, in collaboration with the Design Professional and Program Manager, will prepare proposals for Component Change Orders culminating in the GMP for the project. The District retains the ownership of and all rights to use all documents produced during the pre-construction process for use in selecting the final CMR and completing the project.

12.0 **SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION:**

It is the responsibility of each Offeror to examine the entire RFQ and review submittal for accuracy before submitting a Statement of Qualifications. Once the submission deadline has passed, all submissions will be Final. Prior to the established deadline for questions, Offeror may submit to below address. Answers will follow in the form of an Addendum and be faxed to all Offerors.

Savannah-Chatham County Public School System
Attn: Sabrina L. Scales, Purchasing Director
208 Bull St, Room 213
Savannah, GA 31401
Fax: 912-201-7648

The deadline for submitting questions is identified in Section D. and is shown in the Schedule of Events (Section 5.0). Offerors are cautioned to review and adhere to the "Cone of Silence" Requirements and Restriction of Communication.

13.0 **SUBMITTAL OF STATEMENTS OF QUALIFICATIONS:**

Statements of Qualifications must be physically received by the District prior to the deadline indicated in the Schedule of Events (Section 5.0).

14.0 **ADDITIONAL TERMS AND CONDITIONS:**

14.1 **Restriction of Communication- “Cone of Silence” Requirements:** From the issue date of this RFQ solicitation until a successful Offeror is selected and the selection is announced. Offerors are not allowed to communicate about this solicitation or this project, for any reason, with any members of the Selection...
Committee, District Staff Member, Elected Official, District Contractor, or Agent acting on behalf of the District except for the submission of questions as instructed in the RFQ and during the Pre-Proposal Conference. For violation of this provision, the District reserves the right to reject the statement of the offending Offeror.

14.2 **Submittal Costs and Confidentiality:** The District assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of any documents related to this RFQ. All submittals upon receipt become the property of the District. Subject to the provisions of the Open Records Act, the details of all documents submitted will remain confidential until final award. It is the responsibility of the Offeror to mark any information that is confidential.

14.3 **Equal Employment Opportunity:** During the performance of this contract, the CMR agrees to the following: Offeror will not discriminate against any employee or applicant for employment because of race, creed, color, sex, or national origin, or physical handicap.

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

15.0 **LIST OF EXHIBITS**

Exhibit 1: Standard Construction Manager at Risk Contracting Services (CMR) Agreement
Exhibit 2: RFQ Evaluation Form

END OF RFQ