Ladies and Gentlemen:

The Savannah-Chatham County Public School System (the “SCCPSS” or the “District”) wishes to announce that we are requesting Statements of Qualifications for Construction Program Management Services (ESPLOST) (Annual Contract) under RFQ C17-10, by a firm authorized to do business in the State of Georgia. A public Pre-Proposal Conference will be held on November 16, 2016, at 11:00 A.M., at the Whitney Administrative Center located at 2 Laura Street, Savannah, Georgia 31404 in the Professional Learning Center Meeting Room 15 of the Savannah-Chatham County Public School System. Offerors are encouraged to attend.

Enclosed is a Request for Qualifications (RFO) packet, sometimes called a Request for Proposals (RFP), which outlines the services being solicited and instructions which describe the submission of the Statement of Qualifications (sometimes referred to herein as “statement(s)” or “proposal(s)”). 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 C17-10 are October 30, 2016, through November 12, 2016, and November 13, 2016, through December 1, 2016. Statements of Qualifications will be accepted prior to 11:00 A.M. on Thursday, December 1, 2016, 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. 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.

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.

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. 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,

Sabrina Scales, CPPB
Purchasing Director
# REQUEST FOR QUALIFICATIONS:
Construction Program Management Services (ESPLOST)
(Annual Contract)
RFQ C17-10

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 bidder(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.

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| **SECTION I.**  
| **ACRONYMS & DEFINITIONS**  

| **EFP** | Educational Facilities Planning firm (also referred to as Educational Facilities Planner): an individual or entity that organizes, facilitates and records the EEP process. |
| **Entity** | A municipality or other governmental body, a public corporation or an authority, a private corporation, a limited liability company or partnership, or an individual. |
| **ESPLOST** | Education Special Local Option Sales Tax |
| **Facility** | Physical features that include the building(s), outbuilding(s), and site work. |
| **Green Design** | Design utilizing the latest Green and Sustainable principles, which will minimize the immediate and future impact upon the environment. |
| **Joint Venture** | For purposes of this RFP, a Joint Venture is defined as a joint-venture corporation which is a corporation created by two or more entities for the specific corporate purpose of acting as the Program Management Firm for the SCCPSS management of the ESPLOST Program. |
| **LEED** | Leadership in Energy and Environmental Design designation for accredited professionals in the area of green and sustainable building design. |
| **LMWBE/DBE** | A Local business 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 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 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. |
| **O&M** | Operations and Maintenance. |
| **OFFEROR or PROPOSER** | Any entity submitting a statement of qualifications or proposal in response to this current Request for Qualifications (proposals). |
| **Owner** | The Savannah-Chatham County Public School System, Savannah, Georgia. |
| **Person** | A municipality or other governmental body, a public corporation or an authority, a private corporation, a limited liability company or partnership, or an individual. |
SECTION I.
ACRONYMS & DEFINITIONS

| PM | Program Management Firm (also referred to as Program Manager): an interdisciplinary organization that provides comprehensive, integrated services for overall administration of a capital improvement program comprised of multiple individual capital projects. The PM’s responsibilities begin with participation in configuration of the overall program, and before individual project consultants are selected and preliminary project planning begins. The responsibilities end after all individual project post-construction tasks are completed and project consultants’ contracts are closed out, and the overall capital program is completed.

The firm’s sole focus is to act as advocate and agent for the owner in achieving the owner's program goals. The firm coordinates the efforts of the owner and its representatives, community stakeholders, professional consultants, and construction contractors. The firm participates in, to varying levels of responsibility depending on the particular capital program, the overall development and administration of a broad range of program components. These components include overall program configuration, general program management, financial management, scheduling, planning and design, construction management and construction, and workforce and material resources.

For the purpose of Pre-Qualification prior experience, the above criteria, taken together, specify services that must be documented by the Proposer to qualify as PM experience. For the purpose of the ESPLOST Program, the Proposer shall provide services as specified in the definition above, the "Scope of Work" section below, and the resulting agreement the SCCPSS. The PM provides services for the overall Program to the SCCPSS.

| RFI | Request for Information.

| RFP | This current Request For Proposal.

| Submittal | The Proposer’s submission to this current Request For Proposals.

I. GENERAL / INTRODUCTION

The Savannah-Chatham County Public School System (the "SCCPSS" or "the District") is soliciting competitive sealed Statements of Qualifications for Construction Program Management Services (ESPLOST) (Annual Contract). ("Statement of Qualifications" may herein be abbreviated "Statement" or "Response" or "Proposal." "Program Manager" is commonly abbreviated as "PM.") Each responding firm (hereinafter each referred to as “the Offeror” or “Proposer”) must be authorized to do business in the State of Georgia and experienced in in the planning, design and construction administration of 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 (proposals) 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) C17-10 are October 30, 2016, through November 12, 2016, and November 13, 2016, through December 1, 2016.
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 prior to 11:00 A.M. on Thursday, December 1, 2016.** 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 Pre-Proposal Conference.

A public Pre-Proposal Conference will be held on November 16, 2016 at 11:00 A.M., at the Whitney Administrative Center located at 2 Laura Street, Savannah, Georgia 31404 in the Professional Learning Center Meeting Room 15 of the Savannah-Chatham County Public School System. Offerors are encouraged to attend.

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

This Section includes basic minimum standard requirements established by the District for the performance of the construction program manager services 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. Owner Administration of Project**

The District is the Owner of the Projects to be managed by the Program Manager ("PM").

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

Statements of Qualifications (Proposals) (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 Contract(s) are awarded 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 is 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.

**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 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 12:00 p.m., on Tuesday, November 15, 2016 except for those raised at the pre-qualification/proposal conference. Official responses to all questions will be posted as an Addendum on the District's website, emailed or faxed to all known interested parties on Friday, November 18, 2016. 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 72 hours before the closing date and time of the solicitation, December 1, 2016 at 11:00 AM.

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. The District has established a Compensation Schedule for Architectural and Engineering Services (Board Policy FGC-E(2)), based on the Stated Cost Limitation (SCL) of the project. The 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 shall be considered an offer on the part of the Offeror, and shall be deemed accepted upon a majority affirmative vote of the Board of Education, the governing body for the District. 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, except as expressly authorized herein.
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.

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.

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.

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 re-advertise or terminate this RFQ at any time before the Board of Education awards a contract for any reason.

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.

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. 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 Consultant Professional Agreement and once contracted, shall be required to shall provide the Specified Coverages and Limits of Insurance. Immediately, and before the start of the Project, the successful Offeror / Architectural and Engineering Professional must provide to the District a Certificate of Insurance as evidence of all insurance coverages and limits stipulated therein the Consultant 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 polices 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, the Board of Education and their respective board members, officers and employees (collectively the “Indemnities”) from any and all claims, liabilities, damages, losses and costs of any kind, including, but not limited to, claims for personal injury (including death), property damage, and 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. The foregoing notwithstanding, the parties agree that this indemnity provision will not require the Offeror to indemnify the Indemnities for claims arising from the Indemnites’ sole negligence. 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 LMWBES 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 subcontracts 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 LMBWE, 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.

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, but in no case later than five business (5) days after the date of the District’s notice of intent to award the Work of this RFQ, which will be transmitted by fax to all Offerors.

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 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 the contract as a result of this RFQ (RFP).

Statements (Proposals) received after the time and date for submittal stipulated herein this RFQ will not be opened, reviewed, or considered and will be rejected as non-responsive. Statements (Proposals) that do not meet all of the specifications and guidelines set forth Statements (Proposals) may also be rejected as non-responsive.

The Selection Committee will receive and evaluate all Statements of Qualifications (Proposals) submitted in response to this RFQ using the Evaluation Criteria Request for Qualifications- Phase I set forth in Section 7.3.4 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 Submittal- PHASE II, as outlined in Section 7.3.5.2 of Attachment “A,” containing additional project information and instructions. The short-listed Offerors may 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 (Request for Project Proposal Submittal) 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 Section 7.3.5.2 of Attachment A regarding Request for Proposal Submittal- Phase II. 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 District has established a Compensation Schedule for Architectural Services (Board Policy FGC-E(2)), based on the Stated Cost Limitation (SCL) of the project. The 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.

Following the interview process, the highest-ranked firm 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. If the Board of Education rejects the recommendation, the Superintendent may attempt to renegotiate with the highest-ranked firm and the next highest ranked firms as described above until a contract is accepted by the Board of Education or the District cancels this solicitation. The District reserves the right to reject all Statements or Proposals and re-advertise for the same or similar services using a different procurement process.
U. **Offeror Performance.**

The successful Offeror(s) 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 is 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.

[Remainder of page left blank]
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 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 C17-10

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 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

Phone Number of 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 / Women Business Enterprises” for information to assist in completing this Form.

OFFEROR: _______________________________  RFQ#C17-10 Construction Program Management Services (ESPLOST) (Annual Contract)

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  
_____ The Herald Legal Ad

_____ Received Request for Qualifications by Mail  
_____ Savannah News Press Legal Ad

_____ The Savannah Tribune  Legal Ad  
_____ Visiting the Purchasing Office

_____ Other __________________________________

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:

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<tr>
<th>Activity</th>
<th>YES or NO. Please explain:</th>
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<tr>
<td>Attend pre-solicitation meetings to inform LMWBEs of subcontracting opportunities</td>
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<tr>
<td>Advertise in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities</td>
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<tr>
<td>Communicate with the City of Savannah's Office of Economic Development to identify available and qualified LMWBE firms</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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<td>Other efforts</td>
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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: Mechanical Engineering, Electrical Engineering and Plumbing Services
(Annual Contract) RFQ #: C17-10 (ESPLOST/General Funds)

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

<table>
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<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 ______________________________,

Name of Individual, Title & Authority Company Name

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 *
{ } Sole Proprietorship
{ } Limited Liability Corporation
{ } 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 L, “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 RFQ. Attach to this Form a copy of the Offeror’s Georgia Design Professional’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 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 RFQ pending award of a contract. See Section O, “Insurance and Bonding Requirements,” for additional information.

Name of Qualifying Agent for the Georgia Architectural and/or Engineering Professional’s license of the Offeror, and license number:

Full Name: ___________________________ License Number: ___________________________

Name, Title ___________________________ Authorized Signature ___________________________

Authorized 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 design and engineering 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.

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<th>Business and/or Individual Name</th>
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SCCPSS RFQ FORM 8
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 _____, __, 20__ 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 ____________, 20__.

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 Prime Contractor or Subcontractor] 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 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 _____, __, 20__ 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 ____________, 20__.

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”

Construction Program Management Services (ESPLOST)
Scope of Services, Form of Statement of Qualifications and Selection Process

RFQ C17-10

1.0 PURPOSE:

1.1 The Savannah-Chatham County Public School System, on behalf of the Board of Public Education for the City of Savannah and the County of Chatham, herein after referred to as the "District", is soliciting Request for Statement of Qualifications (RFQ) from qualified program management firms, herein after referred to as the "Program Manager", authorized to do business in the State of Georgia, with comprehensive experience in the overall administration of K-12 educational facilities capital improvement programs. All respondents to this 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 any and all Statement of Qualifications, and to waive technicalities and informalities at the discretion of the District. The selected Program Management Firm shall provide comprehensive, integrated services for overall administration of the ESPLOST program, as described in this document.

1.2 The District is interested in entering into a contract with highly qualified Program Management Firm to provide services of a specified nature, said services consisting of, but not limited to, configuration of the overall program including budgeting, procuring design professionals and contractors, managing each phase of design and construction through project completion including the warranty phase. The Program Management Firm must effectively demonstrate that they have the resources, experience and qualifications to successful increase Local/Minority/Women Business Enterprise (LMWBE), participation at all levels in the ESPLOST program.

1.3 The District’s intent is to select a single qualified Program Management Firm from this RFQ. The selected Program Manager shall provide the scope of services for the project as described in Section 4.0 and 6.0 of this document. This is a multi-year program and the Savannah-Chatham County Public School System reserves the right to re-solicit proposals if deemed to be in the best interest of the District.

1.4 The contract award period resulting from this RFQ will establish a contract to remain open for a two (2) year period beginning with contract award. The District reserves the right to renew this contract for three (3) additional one year renewals periods based on the service/performance provided, and all costs, terms and conditions remain unchanged and both parties mutually agree to renew the contract.

1.5 The estimated total cost of the projects included in this portion of the program is at a minimum of two-hundred ninety million dollars ($294,500,000).

2.0 DISTRICT INFORMATION:

2.1 The Savannah-Chatham County Public School System (the “District”) was incorporated in 1866, is a body politic and corporate, and a school District of the State of Georgia having boundaries coterminous with Chatham County, and its governing body is the Board of Public Education for the City of Savannah and the County of Chatham. The District, (also referred to as “SCCPSS”) operates a system of schools primarily for grades Pre-K through twelve, serving 37,837 students. The SCCPSS has no component units which are legally separate organizations for which the SCCPSS is financially accountable.

2.2 The SCCPSS operates under a Board-Superintendent form of government and provides public educational services to the citizenry of the City of Savannah and the County of Chatham, Georgia. The Board is composed of eight members elected from specific
geographical areas within the county and a President elected on a countywide basis. Members serve four-year staggered terms. Annually, the Board elects a Vice-President and a Vice-President pro tempore, and appoints a Secretary to the Board. The Board appoints the Superintendent for a term that is determined by the Board. As its Chief Executive Officer, the Superintendent has general supervisory and administrative responsibility for all departments and personnel of the School District. The Board receives funding from local, state, and federal government sources and must comply with the accompanying requirements of these funding entities.

3.0 BACKGROUND & PROGRAM GOALS:

3.1 Education Special Purpose Local Option Sales Tax (ESPLOST) projects started in 2007 are still being completed. However, due to the continued aging of existing facilities, population shifts within the county, and technological advances, significant capital needs remain for which funding is not currently available. On November 8, 2016, the registered voters of Chatham County will vote to approve an extension of ESPLOST to fund these needs. If the majority of voters vote in favor of ESPLOST, a 1% sales tax will be continue to be collected over a five-year period beginning January 1, 2017, and is expected to raise $380 million to fund new construction projects, renovations and make scheduled payments on existing debt, subject to the requirements of Georgia law.

3.2 The SCCPSS will use these funds to replace five existing schools, add one new K-8 school, construct additions and renovate/modify other SCCPSS properties, and to pay principal and interest on previously incurred general obligation debt. This debt is scheduled to be paid back over the next five years with proceeds from ESPLOST. In addition, the SCCPSS is authorized to issue up to $200,000,000 of general obligation bonds to fund these projects.

3.3 The intent of this RFQ is to select a Program Manager to provide comprehensive, full service, overall program management for the proposed continuation of ESPLOST (E3). A representative from the District's Operation Division will be the point of contact for the Program Management Firm. The Program Manager will work closely with the District's staff to provide the most innovative, cost-effective program which adheres to established schedules.

3.4 The requirements of the program will consist of, but not limited to:

3.4.1 Construct replacement schools, build a new school, construct additions, and renovate existing schools in order to create cutting edge learning environments which will be at the forefront of educational design and which will deliver the flexible spaces, instructional technology and social support necessary to accelerate student achievement beyond the Georgia performance standards, and into the future.

3.4.2 Reconstruct existing schools in order to create a total and uniform equity of facilities, across the District.

3.4.3 Maximize and disburse the economic benefit from school new construction and reconstruction to neighborhood development and economic revitalization throughout the County and its residents.

3.4.4 Assist the SCCPSS, other governmental agencies and not-for-profit agencies in developing and training a new diverse work force.

3.4.5 Implement the Local, MBE, WBE, and DBE diversity plans throughout the SCCPSS in order to maximize participation levels and good faith efforts consistent with legal requirements.

3.4.6 Bring creative solutions to school space construction in order to minimize disruption to existing school operations and classroom instruction.

3.4.7 Utilize and Implement the latest "Green" and "Sustainable" design strategies to the greatest extent practical in all school projects. Include LEED certification where practical with District approval.
4.0 SCOPE OF SERVICES:

4.1 The scope of services is designed to provide a basic framework for the services that the SCCPSS expects the successful Offeror shall provide if awarded a contract by the Board. The Scope of Services conveys the intent of the requirements that will ultimately be defined in the Agreement between the SCCPSS and the Program Management Firm. As such, it is neither exhaustive nor all-inclusive. The successful Offeror agrees to perform all services as detailed in this RFQ and the submitted response received from the Program Management Firm. The SCCPSS reserves the right to add or subtract services during negotiations. Any such changes may be incorporated in the final Agreement between the SCCPSS and the successful Offeror. Any such changes in services will be generally consistent with the intent of the RFQ. This Request for Statement of Qualifications document will be incorporated into the final Contract award.

4.2 If an Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in this RFQ, it shall immediately notify the SCCPSS Purchasing Director of such error in writing and request modification or clarification of the document. Modifications will be made by issuing an official addendum and will be given by written notice to all parties who have received this RFQ. The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the RFQ prior to submitting the proposal response or it shall be deemed waived.

4.3 The projects (and associated preliminary Budgets) that will be assigned to the Program Manager are as follows:

<table>
<thead>
<tr>
<th>Program Manager</th>
<th>Project Description</th>
<th>Approximate Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Bluff ES</td>
<td>Replacement school</td>
<td>$ 22,500,000</td>
</tr>
<tr>
<td>Gould ES</td>
<td>Replacement school</td>
<td>$ 21,800,000</td>
</tr>
<tr>
<td>New K8</td>
<td>New school</td>
<td>$ 41,000,000</td>
</tr>
<tr>
<td>Groves K8</td>
<td>New school</td>
<td>$ 33,700,000</td>
</tr>
<tr>
<td>Groves HS</td>
<td>Replacement school</td>
<td>$ 56,000,000</td>
</tr>
<tr>
<td>Groves HS</td>
<td>Physical education/athletic complex</td>
<td>$ 6,600,000</td>
</tr>
<tr>
<td>Jenkins HS</td>
<td>Replacement school</td>
<td>$ 66,500,000</td>
</tr>
<tr>
<td>Largo-Tibet ES</td>
<td>Addition &amp; Renovations</td>
<td>$ 6,800,000</td>
</tr>
<tr>
<td>Savannah HS</td>
<td>CTAE addition &amp; CTAE renovation</td>
<td>$ 3,100,000</td>
</tr>
<tr>
<td>Woodville Tompkins HS</td>
<td>New gym &amp; old gym to auditorium</td>
<td>$ 10,000,000</td>
</tr>
<tr>
<td>J.G. Smith ES</td>
<td>Addition &amp; renovations</td>
<td>$ 3,400,000</td>
</tr>
<tr>
<td>Beach HS</td>
<td>New auditorium</td>
<td>$ 7,100,000</td>
</tr>
<tr>
<td>Savannah Arts HS</td>
<td>New cafeteria, renovation, HVAC, parking &amp; fence</td>
<td>$ 16,000,000</td>
</tr>
</tbody>
</table>

Total $ 294,500,000

5.0 QUALIFICATION REQUIREMENTS:

5.1 Firms must meet the following requirements:

5.1.1 Program Management Firms (PM) must be experienced in the planning, design and construction of K-12 educational facilities. Program Management Firm must
have the experience and a proven track record and expertise in developing successful LMWBE programs. The Program Management Firm must have completed three (3) K-12 Capital Programs of similar size and scope.

5.1.2 Request for Qualification (RFQ) shall be signed by an authorized representative of the Program Management Firm. The correct legal name of the entity that will perform the work shall be clearly stated. By submitting a RFQ, the Firm 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 RFQ.

5.1.3 Request for Qualifications (RFQ) should be prepared simply and economically, providing a straightforward, concise description of the Program Manager Firm’s capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

5.1.4 Firms must be authorized to do business in the State of Georgia and must possess professional service registrations in accordance with applicable statutes, regulations, and rules.

5.1.5 Firms must demonstrate their financial strength appropriate to the size and scope of the program.

5.1.6 The selected firms will be required to meet the insurance requirements of the District, as outlined in the Exhibit of Insurance which is attached.

6.0 GENERAL REQUIREMENTS:

6.0.1 The management of the SCCPSS ESPLOST Program will remain the responsibility of the SCCPSS. The SCCPSS will provide management oversight of the PM. The PM shall provide oversight for both construction and non-construction related services such as, but not limited to, general administration, professional and technical services, procurement, contract management, funding oversight and coordination, scheduling, oversight of design and construction, land acquisition, and other construction management tasks necessary to implement the ESPLOST Program.

6.0.2 The SCCPSS maintains the right of final approval for all decisions it deems appropriate. The PM shall be responsible for the overall management of new construction, renovation and reconstruction. The SCCPSS will provide a monthly evaluation of the PM’s performance, and the PM will monitor and provide monthly evaluations of all individual Project Design Professionals (DPs), Prime Contractors, Construction Managers at Risk, and their respective sub-consultants and subcontractors.

The PM shall not be a party to self-performance, in any capacity, for any work, within this Program.

6.1 THE PROGRAM MANAGER SHALL (GENERAL):

6.1.1 Work with the SCCPSS’s, DPs, Contractors, and miscellaneous consultants and others to provide overall program consultation, management, advice and oversight in the development, selection, management and construction of projects identified under ESPLOST, including in the preparation of consistent specifications, general conditions and project performance standards.

6.1.2 Adhere to SCCPSS’s design guidelines.

6.1.3 Provide financial support services, as required, in order to assist the SCCPSS in reducing project cost through methods such as creative financing, bulk purchasing, energy performance contracting, etc.

6.1.4 Provide liability insurance support services in order to assist the SCCPSS in monitoring and processing insurance coverage and claims.

6.1.5 Schedule and conduct pre-construction meetings with all Design Professionals, CMR’s, and General Contractors to review hiring goals and requirements and
obligations and provide a statement of participation requirements in writing to all Contractors maximizing LMWBE’s participation.

6.1.6 Review periodic reports from all contractors, to determine compliance with project requirements and notify the SCCPSS of any contractor who is not compliant. Work with the Board to develop reporting mechanisms and timelines for the Program Manager to follow regarding these notifications.

6.1.7 Compile and submit present monthly summary reports to the SCCPSS, to include but not limited to vendor performance.

6.1.8 Compile and submit annual project reports.

6.1.9 Meet periodically with SCCPSS to review Contractor compliance with requirements, processing of claims by contracts.

6.1.10 Collaborate as required with DPs, Contractors, EFPs and other consulting services for this Program. Consultants for all such services will be selected and approved by the SCCPSS, with assistance from the PM, who will coordinate these consultants.

6.1.11 Create comprehensive project/construction procedure standards, product/assembly warranty programs, and preventive/extended maintenance programs.

6.1.12 Provide specialty staff to assure compliance and continuity of design, in regard to all building codes, regulations and standards: Federal, State, County, City, GADOE, GSFIC, GEMA, FEMA and SCCPSS.

6.1.13 Provide appropriately licensed, certified, and accredited specialty staff to manage and coordinate the following on all Projects.

6.1.14 Leadership in Energy and Environmental Design (LEED), to the greatest extent practical.

6.1.15 Building Commissioning.

6.1.16 Compliance with Environmental Regulations.

6.1.17 Value Management.

6.1.18 Energy Modeling.


6.1.21 Writing RFP's for all consultants.

6.1.22 Project scheduling.

6.1.23 Insurance claims paperwork.

6.1.24 Safety program.

6.1.25 Purchasing logistics.

6.1.26 Analyze life cycle assessment of products, commodities and assemblies.

6.1.27 Coordinate and maintain digital "as built" drawings and specifications database.

6.1.28 Coordinate and maintain O&M information database.

6.1.29 Coordinate and maintain product and assembly warranties data base.

6.1.30 Coordinate and maintain Facilities Management database along with asset tracking.

6.1.31 SCCPSS-wide security issues.

6.1.32 Schedule, coordinate and conduct all Project and Public meetings in collaboration with SCCPSS staff.

6.1.33 Coordinate all GADOE communications and Submissions with SCCPSS approval.

6.1.34 Coordinate and process all RFI's, Change Orders, Certificates of Occupancy and all other project related written communications and correspondence.

6.1.35 Coordinate-design standards for facility telecommunications wiring and electronic media specifications.

6.1.36 Coordinate standards for project design guidelines, including recommended building materials and components, built-in equipment, mechanical and electrical systems.

6.1.37 Develop standards for equipment and furnishings for all school spaces.

6.1.38 Make presentations and appear before the Board, community groups and any other entities necessary to reporting and managing public relations and
approvals. Documentation shall include, but is not limited to, budgetary and
accounting information, project schedules and design plans etc., at the direction
of SCCPSS staff.

6.1.39 Implement written requests from the SCCPSS to prioritize the services
referenced herein in connection with the construction projects, including but not
limited to a reduction in hours on certain projects in favor of other projects. The
priority of projects and the duration of such priority shall be determined by the
SCCPSS in its sole discretion. The classification by the SCCPSS of a project as
a priority project will in no way limit the scope of services provided by the PM.

6.1.40 Address the need to maximize the economic development benefits and affect the
Program will have on jobs and businesses in the Savannah-Chatham County
Metropolitan Statistical Area.

6.1.41 PM will develop and expand the local, minority and women business enterprise
requirements.

6.1.42 Establish realistic benchmarks and a viable system of measurement to
track progress of the plan.

6.1.43 PM will cooperate with SCCPSS legal counsel.

6.1.44 The PM shall be required to open and maintain a local office within the City of
Savannah which is adequately staffed with the SCCPSS's main contact person
and support staff for the duration of the contract.

6.1.45 Provide timely review and recommendation for pay requests from all Contractors
and consultants, provide timely review of claims, performance issues or
noncompliance by contractors or consultants with contract requirements.

6.1.46 PM will ensure that timely payments are made to Contractors and Sub-
Contractors.

6.1.47 Create, maintain, develop and update on an ongoing basis a progress schedule
that reflects the entire building program. This schedule should serve to perform
overall planning and decision-making activities, and should also serve to track
and gauge past performance and milestone events. This should be updated no
less frequently than monthly, and provided to the SPPCSS.

6.1.48 Work with SCCPSS staff to develop a non-proprietary web-based project
reporting system, which can be used to monitor project status and support the
communication between team members. The system shall be used to track and
control project information such as contracts, costs, issue-tracking, design
review, changes, payments, document control, meeting minutes, etc.

6.2 PROJECT PHASES: All construction projects will be divided into the following separate,
sequential phase of management; they are as follows:

6.2.1 Project Development Phase.
6.2.2 Pre-Design Phase.
6.2.3 Schematic Design Phase.
6.2.4 Design Development Phase.
6.2.5 Contract Documents Phase.
6.2.6 Bidding Phase.
6.2.7 Project Construction Phase.
6.2.8 Building Commissioning Phase.
6.2.9 Post Construction Phase, including warranty management and annual reports to
the State.

6.3 PROJECT DEVELOPMENT PHASE

6.3.1 Identify requirements and timing for third party consultants and vendors.
6.3.2 Assist, if applicable, in the areas of education system organization including
grade configuration and alignment, school attendance zones, school size, class
size, etc.
6.3.3 Assist in and coordinate the Project Development and approval process:
6.3.3.1 Provide needs assessments and resulting identification and selection of Projects.
6.3.3.2 Develop and provide Project scopes.
6.3.3.3 Develop and provide preliminary project cost estimate and budget.
6.3.3.4 Assist in development of project schedule for development, design, construction and move-in.
6.3.3.5 Assist the DP’s in the development and completion of the Education Environment Programming process, if applicable.
6.3.3.6 Assist the SCCPSS in maintaining the accuracy of information within its Ga DOE Local Facility Plan.
6.3.4 Assist in the preparation of RFQ documents and in the selection and hiring of design and construction professionals, including but not limited to architects, engineers, interior designers, construction managers, general contractors, design-builders, specialists in hazardous materials, telecommunications, educational programming, historic documentation, contract coordination and administration.
6.3.5 Assist the SCCPSS in the decision process with respect to construction project delivery methodologies.
6.3.6 Develop master schedules for all projects.
6.3.7 Evaluate project phasing, swing space requirements and construction in occupied buildings.
6.3.8 Assist SCCPSS in working with district financial advisor to set up bond package for construction projects.
6.3.9 Develop master project budget and monitor budget vs. actual reports for all projects.
6.3.10 Develop and implement an effective LMWBE program.
6.3.11 Identify opportunities for MBE, WBE participation.
6.3.12 Work with the SCCPSS to identify MBE, WBE firms, as required.
6.3.13 Identify site and addition orientation issues.

6.4 PRE-DESIGN PHASE

6.4.1 Identify requirements and timing for third party vendor services. Assist in the selection, hiring and contract approval of architects, engineers, interior designers and specialty consultants, including but not limited to the following:

6.4.1.1 Master planning consultants, environmental consultants, geotechnical consultants, property appraisers, equipment and furnishing designers, testing labs, hazardous materials consultants and contractors, site surveyors, structural consultants, legal professionals, building envelope consultants.

6.4.2 Coordinate the work of these consultants, monitor contract performance with regard to scope of work, budget and schedule and review and recommend for approval payment of invoices for progress payments.

6.4.3 Provide staff support for SCCPSS.

6.4.4 Provide assistance in facilitating planning meetings with the SCCPSS and community groups.

6.4.5 Manage budget and schedule for all projects:

6.4.5.1 Review and track master schedule for all projects.
6.4.5.2 Advise on long lead time procurements.
6.4.5.3 Assist in developing preliminary project budget including construction cost estimate.
6.4.5.4 Review and track project budget and budget vs. actual for all projects.
6.4.5.5 Identify opportunities for value management and operating/maintenance cost savings.
6.4.5.6 Initiate encumbrances to the SCCPSS and direct purchases for their approval.
6.4.5.7 Review and recommend for approval all payments against encumbrances.

6.4.6 Schedule, coordinate and attend all community meetings.

6.4.7 Initiate project scope, extensions and approvals.

6.4.8 Assist the SCCPSS with planning and coordination of swing school space locations, build out and occupancy.

6.4.9 Manage and coordinate filings to secure all necessary approvals, including but not limited to SCCPSS, City of Savannah, Chatham County, and State of Georgia.

6.4.10 Coordinate and assist with the work of each DP firm in connection with:

6.4.10.1 Design guidelines, regulations and standards.

6.4.10.2 Development of written building program and conceptual design.

6.4.10.3 Development of design schedule.

6.4.10.4 Requirements of third party vendors.

6.4.10.5 Development of preliminary project budget and construction cost estimate.

6.4.10.6 Presentation of conceptual design and preliminary budget to the SCCPSS.

6.4.11 Review and evaluate building program and conceptual design.

6.4.12 Develop and evaluate alternative schemes and estimated costs for:

6.4.12.1 Project phasing.

6.4.12.2 Swing space requirements.

6.4.13 Submit regular project reports for critical issues including design issues, schedule progress and budget vs. actual reporting.

6.5 SCHEMATIC DESIGN PHASE

6.5.1 Manage budget and schedule for all projects:

6.5.1.1 Provide project tracking of master schedule for all projects.

6.5.1.2 Develop critical path chart method project schedule and fast track options.

6.5.1.3 Provide budget vs. actual tracking for all projects.

6.5.1.4 Update project schedule and project budget.

6.5.1.5 Review, recommend for approval and submit payments for processing

6.5.2 Coordinate user input with architect, engineer, interior designer and construction manager, if applicable, (issues include technology, security, maintenance, library media, food service, ADA requirements, equipment, etc.).

6.5.3 Review drawings and standards.

6.5.4 Identify requirements and recommend retention of third party and specialty consultants.

6.5.5 Coordinate design presentations to secure schematic design approvals with the SCCPSS, (City and/or County).

6.5.6 Organize schematic design presentation for the community.

6.5.7 Initiate project scope and extensions and approvals.

6.5.8 Assist and direct work of each architectural firm in connection with:

6.5.8.1 Building systems.

6.5.8.2 Phasing.

6.5.8.3 Pre-purchase equipment specifications.

6.5.9 Maintain communications regarding design activities with SCCPSS and Stakeholders.

6.5.10 Identify areas for value management services and provide detailed review if requested.

6.5.11 Coordinate the preparation of the site safety and logistics plan.

6.5.12 Develop bidding procedures, packages and contract document requirements.

6.5.13 Work with the Contractors to identify bid packages.

6.5.14 Recommend project and construction phasing plans.

6.5.15 Advise on logistics planning for students.
6.5.16 Coordinate the development of construction contract forms and general conditions documents, incorporating modifications to standard forms as applicable to the project.

6.5.17 Assist in review and approval process with SCCPSS, (City and/or County).

6.5.18 Submit regular project reports for critical issues including design issues, schedule progress and budget vs. actual reporting.

6.5.19 Manage and coordinate detailed construction cost estimating.

6.6 DESIGN DEVELOPMENT

6.6.1 Manage budget and schedule for all projects:

6.6.1.1 Review and track master schedule for all projects.

6.6.1.2 Refine project schedule.

6.6.1.3 Identify and evaluate schedule alternatives for project execution.

6.6.1.4 Review, recommend for approval and track project budget and budget vs. actual cost.

6.6.1.5 Update construction cost estimate.

6.6.1.6 Update evaluation of reimbursement of eligible and ineligible project costs.

6.6.1.7 Identify bid alternates for cost control.

6.6.2 Coordinate user input with DP and Contractor (technology, campus police, maintenance, library media, school nutrition, risk management, academic affairs, etc.).

6.6.3 Retain third party and specialty consultants with SCCPSS approval, and coordinate their work.

6.6.4 Assist with scheduling and attend all public meetings.

6.6.5 Assist the architectural firms with Design Development:

6.6.5.1 Coordination with equipment and furnishings consultants.

6.6.5.2 Coordination with SCCPSS and Stakeholders.

6.6.5.3 Conduct constructability review.

6.6.5.4 Review drawings and specifications; analyze documents for discipline coordination, identify contractor overlap or work omissions.

6.6.5.5 Identify areas for value management and operating/maintenance cost savings and provide detailed reviews.

6.6.5.6 Refine site logistics and traffic planning.

6.6.5.7 Provide detailed construction cost estimating.

6.6.6 Coordinate reviews for final design approvals.

6.6.7 Organize changes at various stages of design for community presentation.

6.6.8 Submit regular project reports for critical issues, including design issues, schedule progress, cash flow forecast, and budget vs. actual reporting.

6.7 CONTRACT DOCUMENT PHASE

6.7.1 Manage budget and schedule for all projects:

6.7.1.1 Review and track master schedule for all projects and recommend for approval.

6.7.1.2 Review and track project budget and budget vs. actual for all projects and recommend for approval.

6.7.1.3 Provide value management and detailed construction cost estimating.

6.7.1.4 Coordinate preparation and submittal of the life cycle cost analysis with the architects and engineers; submit to SCCPSS review.

6.7.1.5 Coordinate the identification of ineligible project costs.

6.7.1.6 Review on a timely basis, recommend for approval, and process all payments.

6.7.2 Coordinate drawings, technical specifications, and contract language:

6.7.2.1 Coordinate the assembly of bid packages.

6.7.2.2 Review documents for discipline coordination and completeness.
6.7.2.3 Coordinate the preparation of bid documents and contract language.
6.7.2.4 Utilize bid compliance requirements consistent with current SCCPSS regulations.
6.7.2.5 Review all documents.
6.7.3 Expedite the approval process:
6.7.3.1 Secure final design approvals from the SCCPSS.
6.7.3.2 Submit final designs to and receive approvals from SCCPSS.
6.7.4 Retain necessary third party and specialty consultants, and coordinate their work.
6.7.5 Assist and direct work of each architectural firm.
6.7.6 Prepare separate bid packages for long-lead items for separate purchase.
6.7.7 Prepare for the Bidding Phase:
6.7.7.1 Develop contractor interest in project.
6.7.7.2 Review and recommend qualified bidders.
6.7.7.3 Establish bidding schedules.
6.7.7.4 Prepare bid notice.
6.7.7.5 Develop bid comparison sheets.
6.7.7.6 Develop and implement procedures for obtaining testing laboratories and other third party vendors.

6.8 BIDDING PHASE

6.8.1 Program Manager in coordination with SCCPSS Purchasing Department shall:
6.8.1.1 Prepare all contract bid packages for recommendation to the Board in compliance with SCCPSS bidding procedures.
6.8.1.2 Coordinate the placement and timing of all of public advertisements with the SCCPSS's Purchasing Department.
6.8.1.3 Monitor and document all contractor interest in the project.
6.8.1.4 Organize and attend pre-bid / proposal meetings.
   6.8.1.4.1 Conduct pre-bid conferences to review requirements of all contracts.
   6.8.1.4.2 Distribute field documents and field questions to prospective bidders.
   6.8.1.4.3 Review claims resolution procedures with prospective bidders.
   6.8.1.4.4 Conduct additional site visits to facilitate investigation of existing conditions.
6.8.1.5 Coordinate and direct work of each architectural firm in connection with:
   6.8.1.5.1 Preparation of meeting minutes of the pre-bid/pre-proposal conferences.
   6.8.1.5.2 Preparation and issuance of addenda.
6.8.1.6 Review and recommend for addenda for approval.
6.8.1.7 Perform the following requirements after bid opening:
   6.8.1.7.1 Attend bid opening.
   6.8.1.7.2 Evaluate bids and prepare bid comparisons and award recommendations.
   6.8.1.7.3 Advise the SCCPSS on acceptability of subcontractors and material suppliers.
   6.8.1.7.4 Review bid responses for bond and insurance certificate conformance.
   6.8.1.7.5 Support the Purchasing Department in reviewing bid responses for Local, MWBE, DBE and all other local, City and State compliances.
   6.8.1.7.6 Secure Board authorization to award contracts.
   6.8.1.7.7 Expedite award of contracts on "critical path" (i.e. those containing activities at project start-up, and long-lead items).
   6.8.1.7.8 Initiate Contractor mobilization upon receipt of Contracts.
6.8.1.7.9 Develop an outreach program to encourage qualified architects, engineers, contractors and consultants to be a part of the program. If requested, assist SCCPSS in developing and executing a contractor prequalification system.

6.9 PROJECT CONSTRUCTION PHASE

6.9.1 Manage budget and schedule for all projects:
6.9.1.1 Review and track master schedule for all projects and recommend for approval.
6.9.1.2 Review, and track project budget vs. actual for all projects and recommend for approval.
6.9.1.3 Review, and monitor contractor payment requests recommend for approval.
6.9.1.4 Update project schedule to reflect events and conditions at the jobsite.
6.9.1.5 Track expenditures relative to the project budget, including evaluation of reimbursement of eligible and ineligible costs. Prepare proposals to redistribute funds in response to changes, as necessary.

6.9.2 Monitor contract compliance for all projects:
6.9.2.1 Coordinate, monitor and enforce Local, WMBE and DBE programs in accordance with District guidelines.

6.9.3 Assist and direct the work of each DP and Contractor firm, and monitor progress of the following items:
6.9.3.1 Approval of shop drawings.
6.9.3.2 Issuance of change orders.
6.9.3.3 Site observations.
6.9.3.4 RFI's.
6.9.3.5 Structural and all other miscellaneous inspections.
6.9.3.6 Building commissioning plan and third party commissioning agents.
6.9.3.7 All specialty consultants.
6.9.3.8 Contractor payments.
6.9.3.9 Monitor Sub-Contractors payments.

6.9.4 Provide construction administration services as follows:
6.9.4.1 Schedule and attend regular job meetings.
6.9.4.2 Coordinate third party vendor testing.
6.9.4.3 Coordinate work of DPs and Contractors to complete project within required budget, time and cost.
6.9.4.4 Monitor and evaluate the progress of the work relative to schedule.
6.9.4.5 Report LMWBE’s participation levels in monthly reports.
6.9.4.6 Oversee Contractors with respect to contractor work quality control and contract performance.
6.9.4.7 Oversee Contractors with respect to rejecting work that does not conform to quality and contract requirements.
6.9.4.8 Advise the SCCPSS on recommended courses of action when contract requirements are not fulfilled.
6.9.4.9 Implement claims resolution procedures.

6.9.5 Oversee Contractors with respect to:
6.9.5.1 Reviewing contractor’s application for payments as approved by the architects.
6.9.5.2 Implementing change order processing procedures, in accordance with SCCPSS’s regulations.
6.9.5.3 Maintain shop drawing files

6.9.6 Submit regular project reports for critical issues including WMBE compliance, design issues, schedule progress, cash flow forecast, and budget vs. actual reporting.

6.9.7 Assist the Contractors in providing the following services at construction start-up:
6.9.7.1 Ground breaking ceremony and public relations services.
6.9.7.2 Activities to obtain any special permits.
6.9.7.3 Processing of shop drawings, RFI's, change orders, contractor applications for payment, etc.
6.9.7.4 Establish clear lines of communication for all construction administration issues.
6.9.7.5 Arranging and attending pre-construction conferences with contractors.
6.9.7.6 Contractor's set-up of on-site facilities.
6.9.7.7 Coordinating construction schedules with the project schedules.
6.9.7.8 Review Contractor's CPM schedules.
6.9.7.9 Reviewing Contractor's schedule of values.
6.9.7.10 Coordinating Contractor's safety activities with project safety programs.
6.9.7.11 Conducting regularly scheduled (e.g. weekly)’ meetings with owner, DPs, Contractors and subcontractors.
6.9.7.12 Reviewing contractor's phasing plan and sequence of work.
6.9.7.13 Review plans for site and building utilization during construction.

6.9.8 Prepare for building occupancy and assist with:
6.9.8.1 Preparation of bid specifications and bidding activities for purchase of furnishings and equipment.
6.9.8.2 Initial commissioning plan and schedule.
6.9.8.3 Building occupancy.

6.10 BUILDING COMMISSIONING

6.10.1 Assist Building Commissioning consultant with financial procedures:
6.10.1.1 Authorize final payment to consultant, including release of retainage.
6.10.1.2 Assist in any project audits.
6.10.2 Assist DP's and Contractors with project completion activities:
6.10.2.1 Review Contractors and DP's certification that the project is complete, and that all punch-list items have been addressed.
6.10.2.2 Conduct final inspections as required by local, state, and federal law.
6.10.2.3 Obtain final release waivers.
6.10.2.4 Close out contracts with contractors.
6.10.2.5 Obtaining certificates of occupancy.
6.10.2.6 Oversee consultant while performing building commissioning.
6.10.2.7 Observe and assist Contractor in conducting systems start-up testing.
6.10.2.8 Coordinate appropriate start-up training programs for administrative, teaching, custodial and maintenance staff for building systems and equipment.
6.10.2.9 Develop recommended spare parts inventory.
6.10.2.10 Coordinate final cleaning and start-up services.
6.10.2.11 Conduct project performance evaluation meetings and provide "score card" of contractor's performance.
6.10.2.12 Claims resolution.
6.10.2.13 Certify that all furniture and equipment has been delivered and installed.
6.10.2.14 Review retainage disbursal and recommend for approval.
6.10.2.15 Coordinate installation of owner provided furnishings and equipment.
6.10.2.16 Arrange for move-in and occupancy.
6.10.2.17 Organize grand opening events and activities.
6.10.2.18 Organize as-built drawings, equipment manuals, warranties and O&M manuals.

6.11 POST CONSTRUCTION SERVICES

6.11.1 Assist the SCCPSS with the following:
6.11.1.1 Litigation preparation (with legal counsel).
6.11.1.2 Warranty and guarantee claims.
6.11.1.3 Gathering and turnover of necessary building equipment maintenance information.
6.11.1.4 Periodic post-construction warranty punch list.
6.11.1.5 Post-construction (10 month) building system and component evaluation and reports before 12 month warranty have expired.
6.11.1.6 Evaluation of all Projects and the overall Program especially with regard to development and implementation of the SCCPSS Facility Master Plan.
6.11.1.7 Assist the SCCPSS in development of the Program mandated Annual Program Reports to the Georgia Department of Education, and any other required reports.

7.0 PROGRAM MANAGER SELECTION PROCESS

The Request for Qualifications documents shall be distributed to firms as described herein. A public pre-proposal conference shall be held at the Whitney Administrative Center, located at 2 Laura Street, Savannah, Georgia, in the Professional Learning Center Meeting Room 15 at 11:00 A.M. on Wednesday, November 16, 2016. Attendance at the pre-proposal conference is strongly encouraged.

7.1 "CONE OF SILENCE" REQUIREMENTS

A "Cone of Silence" is imposed upon this 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, and any member of the Board of Education, the Superintendent or his staff, any persons involved in evaluating the solicitation, 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 Request For Qualification.

The Cone of Silence do not apply to oral communications with the Director of Purchasing, or the Director of Purchasing’s designees, at pre-proposal conferences, site visit (as applicable), presentations before selection committees, or contract negotiations with offerors selected for award. Written communication expressly authorized by this solicitation, such as (1) the submission of the RFQ 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 prospective offeror’s RFQ response and disqualify the prospective offeror from being awarded any contract as a result of this solicitation. Any person having knowledge of a violation of these provisions shall immediately report such violations to the District’s Purchasing Department.
7.2 TENTATIVE TIMELINE

The following events outline the process for the subject solicitation:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 30, 2016</td>
<td>Release of the RFQ to the marketplace (Newspaper, Internet, Mail, etc.)</td>
</tr>
<tr>
<td>November 15, 2016</td>
<td>Deadline for all written questions will be at 12:00 p.m., except for those raised at the pre-qualification conference. All questions must be hand delivered to the Purchasing Department or faxed to (912) 201-7648.</td>
</tr>
<tr>
<td>November 16, 2016</td>
<td>Public pre-qualification Offerors Conference to be held at the Whitney Administrative Center located at 2 Laura Street, Savannah, Georgia in the Professional Learning Center - Meeting Room 15 at 11:00 A.M., on Wednesday, November 16, 2016.</td>
</tr>
<tr>
<td>November 17, 2016</td>
<td>Deadline for all written questions raised at the pre-qualification conference must be delivered or faxed to the Purchasing Department by 12:00 p.m.</td>
</tr>
<tr>
<td>November 18, 2016</td>
<td>Official response to questions will be posted as an Addendum on the District’s website, emailed or faxed to all known interested parties.</td>
</tr>
<tr>
<td>December 1, 2016</td>
<td>Statement of Request for Qualifications due in the Purchasing Department, on or before 11:00 a.m.</td>
</tr>
<tr>
<td>January 1, 2017</td>
<td>Final Board approval.</td>
</tr>
</tbody>
</table>

7.3 EVALUATION AND SELECTION PROCESS – PHASE I

7.3.1 REQUEST FOR QUALIFICATIONS - PHASE I

The services being sought under this solicitation are considered to be professional in nature. Consequently, the evaluation of the Statement of Qualifications will be based upon consideration of the demonstrated qualifications and capabilities of the Offeror, which will result in a shortlist of qualified Program Managers who will be invited to submit proposals for evaluation in the best interest of SCCPSS. Participation by local firms who can adequately demonstrate that they have the resources, experience, competence, qualification and capacity to undertake this project and to provide Program Management Services is encouraged by SCCPSS.

7.3.2 MINIMUM PROGRAM MANAGER PRE-QUALIFICATION REQUIREMENTS:

The following Pre-qualifications represent specific requirements that the Offeror must meet in order to submit a proposal in response to this RFQ. Any Offeror that does not meet all of these criteria will be excluded from consideration as a Program Manager. By submitting a statement of qualification, the Offeror thereby certifies that it has achieved all of the following while having been retained and having provided services full time as a Program Manager.

At a minimum, Offeror shall have:

1) A minimum of ten years demonstrated experience as a Program/Project/Construction Management Firm.
2) Completed a minimum of three (3) K-12 or similar programs of $100,000,000 or greater, each as a program manager.
3) A demonstrated history in achieving client's Local, Minority and Women Owned participation levels as well as attaining Equal Opportunity Employment aims or objectives in workforce utilization.
4) A demonstrated history in developing and implementing policies and procedures to utilize employment resources to provide sufficient skilled employees for all projects, including developing and implementing training programs.
5) A demonstrated history on large projects that are predominately new construction, additions, renovations and reconstruction.

6) A demonstrated history of renovations, additions and reconstruction projects on occupied K-12 campuses.

7) An assigned Program Director with at least 5 years demonstrated successful experience in Program Management on projects in excess of $100,000,000.

8) An assigned Program Director with experience in developing and implementing Local, Minority, Women Business Enterprises.

9) Assigned Program Management staff assigned to this Project.

10) A demonstrated history of expertise with State Education Department Facilities Planning Standards, procedures, personnel and aid calculation procedures.

7.3.3 STATEMENT OF QUALIFICATIONS SUBMITTAL- PHASE I

A. Offeror's Responsibility
   It shall be the responsibility of the firm to meet all specifications and guidelines set forth herein. No submittal will be considered that does not provide a serious and reasonable response to the solicitation. Each Statement of Qualifications will be evaluated in its entirety. Statements of Qualifications will be evaluated on a combination of factors. The primary evaluation factors are: (1) project staff and technical capabilities; (2) successful related experience; and (3) business stability.

B. Oral Interview
   SCCPSS may require qualified Offerors to participate in a detailed oral interview to fully discuss their submittal and to answer questions posed by SCCPSS Representatives. A final selection may be based upon the evaluation of both the written and oral responses of each Offeror.

C. Submission of Statements of Qualifications
   Statements of Qualifications shall be submitted in three (3) sections: (1) project staff and technical capabilities; (2) successful related experience; and (3) business stability.

   Nine (9) Statements of Qualifications one (1) original and eight (8) copies) shall be provided in a loose-leaf, three-ring binder. No prohibition shall be placed by this solicitation as to the concept of service the Offeror may choose to submit; however, the concept shall be placed within the framework of the three (3) sections.

D. Preparing the Statement of Qualifications
   Begin each section and subsection on a separate page. Number the pages in each section consecutively. If any confidential and/or proprietary information is included, then each page containing such information must be stamped "proprietary". It is not acceptable to label the entire Statement of Qualifications as confidential and proprietary.

   The Statement of Qualifications shall contain the following minimum information and be organized in the format indicated:

1) Cover Page
   Titled: Savannah-Chatham County Public School System
   Request for Qualification (RFQ) C17-10 Construction Program Management Services (ESPLOST) Submitted by: (Name of company)

2) Detailed Information Page
   a. Name of firm:
   b. Names of Principals of the firm:
c. Type of Organization (Individual, Partnership, Corporation, Joint Venture, etc.):
d. Names and titles of individuals authorized to bind this firm in contracted agreements.

3) General Information Page(s)
   a. Name of firm:
   b. Office Address:
   c. Mailing Address:
   d. Telephone Number:
   e. Fax Number:
   f. E-mail Address and/or web site:

4) Executive Summary
   An executive summary of not more than two pages stating the Offeror's overview of the project shall precede the specific required sections.

5) Evaluation Criteria
   a. Proposed Project Staff and Technical Capabilities
   b. Successful Related Experience
   c. Program Management Firm Business Stability

7.3.4 EVALUATION CRITERIA REQUEST FOR QUALIFICATIONS: PHASE I

Program Manager Evaluation Committee members will use a standard form to evaluate the Statement of Qualifications and document their review and evaluation of each Program Manager in accordance with the criteria listed below, within their respective areas of experience and knowledge. The Offerors deemed to be reasonably susceptible for award by the Program Manager Evaluation Committee will be notified by the Purchasing Department that they will be invited to proceed to Phase II of the selection process. Offerors determined not to be reasonably susceptible for award by the Program Manager Evaluation Committee will also be notified by the Purchasing Department.

Each Program Manager shall provide the following information as a Statement of Qualifications:

**A. PROPOSED PROJECT STAFF AND TECHNICAL CAPABILITIES (35 %):**

The quality, experience and quantity of staff and their functions will be evaluated by the Committee. The Committee will also evaluate the firm's technical capabilities to provide services which may be unique to this program. The firm shall name the actual key staff to be assigned to this Project, describe their ability and experience, and indicate the function of each within their organization and their proposed role on this Project. It is the intent that the proposed key staff shall be assigned to this Project unless otherwise approved by SCCPSS. If the firm is selected to advance to the next phase and submit a proposal, the staff shall be included in the proposal and be present at the time of interview.

1. Key Personnel/Project Team: The firm shall give brief resumes of key persons proposed to be assigned to the Project including, but not limited to, the following:
   a) Name and title.
   b) Job assignment for other projects.
   c) How many years with this firm. For sub-consultants, list prior projects your firm has worked on with sub-consultant.
   d) How many years with other firms.
   e) Experience including types of projects, size of projects (dollar value and square footage of project), and specific project involvement.
   f) Education.
g) Documented success in the development and implementation of a successful Local, Minority, Women Business Enterprise Program.

h) Credentials. This should include all active registrations and certifications.

i) If submitting as a joint venture or partnership, include the assigned staff for the joint venture or partnership and indicate which of the joint ventures or partners employs the staff member.

2. Technical Capability: The firm shall provide a description and supporting documentation of the firm’s technical capability in the following areas:

a) Project management

b) Quality assurance

c) Scheduling

d) Cost estimating

e) Project controls and reporting, including web-based project management software

f) Local codes and regulations, in particular, City of Savannah and the cities within Chatham County, as well as State of Georgia Department of Education.

g) Any other particular technical capability which the firm may be able to offer such as needs assessments, technology support/integration, roof management, value engineering, cash flow projections, mechanical system reviews, etc.

B. SUCCESSFUL RELATED EXPERIENCE (40 %):

Major consideration will be given to the successful completion of previous educational construction programs which are comparable in size, scope and complexity. This will include evaluating the PM firm’s performance and quality of work on previous programs. The firm’s demonstration of experience with large K-12 construction programs is highly desired. Experience in working with school systems within the state of Georgia is a plus.

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. The District has a very adamant and strong commitment to using LMWBES thereby maximizing and utilizing the best opportunities for local participation is a requirement for all District projects. This solicitation is subject to Board policy FG and regulations thereunder.

The PM firm’s should elaborate in detail their approach and expertise for a proven track record in developing and implementing successful LMWBE programs. PM firms must be committed to the fullest extent in developing and implementing the work and effort for a successful program.

Related Experience: The firm shall list three (3) programs which best illustrate the experience of the firm as it relates to this program. Do not list programs which were not completed by your firm or completed more than ten years ago. Include the following information for each program:
a) Title, location, award date and completion, or anticipated completion date.
b) List total dollar value of work which was managed or presently being managed.
c) Describe the nature of the firm's responsibility with the program and services provided. Owner's representative name, address, telephone and e-mail address.
d) Firm's program manager director and other key professionals involved in the program, and in particular, who of that staff would be assigned to the program covered by this solicitation.
e) Submit a brief narrative that demonstrates the value added by your program management services to your client's needs in term of delivering the program within budget, opening projects on time and delivering high quality projects.
f) Identify any unique issues or problems associated with the program and describe any creative initiative which your firm may have utilized to benefit the owner.
g) The firm shall list past performance as it relates to hiring local and minority/women owned businesses/subcontractors in all aspects of comparable programs and past performance as it relates to the hiring of local jobsite workers on comparable programs.
h) If possible, provide a reference letter from each of the following: owner/client, an architect involved with the program and a general contractor/construction manager involved with the program.

C. PROGRAM MANAGEMENT FIRM BUSINESS STABILITY (25%):

The Program Management firm's stability and financial resources will be evaluated. If a joint venture is proposed, submit information for all member firms. Proposer shall provide the following financial information:

a) The firm shall provide a cover letter introducing the firm and including the corporate name, address and telephone number of the corporate headquarters and local office. Furnish the name and phone number of one individual who will be the firm's primary contact during the RFQ/RFP process. Provide a brief history of the firm and the present organizational structure describing the management organization, number of permanent employees by discipline, and how this program will be managed within the firm's organizational framework. If the firm is a partnership, indicate the name of all partners; if incorporated indicate where and when. Letter should include specific reason(s) why firm would be the best choice for the program. Letter shall be signed by an officer or partner of the responding firm.

b) The firm shall describe the financial status of the firm; include the audited financial statements (income statements and balance sheets) for the past two accounting years.

c) The firm shall list as references (names, address, contact persons, phone numbers and email addresses) a minimum of three clients of similar size and nature to SCCPSS for which the PM has been associated with during the past ten (10) years. A brief description of the services provided shall accompany each reference.

d) The firm shall indicate the names and addresses and degree of utilization of professional subcontractors or consultants, if any, which would be used in the performance of this contract.

e) The firm shall indicate if your firm have ever defaulted on a contract or denied a contract due to non-responsibility to perform. If so, provide the facts and circumstances.
f) Submit all litigations of any kind involving Program Manager, its officers or directors with a program owner where within the past five years. If the PM is a joint venture or partnership, submit litigation involving all firms comprising the submitting entity. Provide explanation.

7.3.5 EVALUATION AND SELECTION PROCESS - PHASE II

NOTE: PHASE II PROPOSALS WILL BE ACCEPTED ONLY FROM SHORTLISTED FIRMS.

7.3.5.1 REQUEST FOR PROPOSAL – PHASE II

From the Statement of Qualifications, the Program Manager Selection Committee will identify a short list of Offerors which it feels are the best qualified to provide PM services to Savannah-Chatham County Public School System and, therefore, reasonably susceptible for award. The firms selected will be notified and additional information will be requested. Interviews with the Selection Committee will be scheduled with the short-listed firms at a time and place to be determined. The Selection Committee will use the Statement of Qualifications, the information provided from the Request for Proposal in Phase II, the interviews of the short-listed PM firms and BAFOs to select a finalist.

Short-listed offerors will provide specific exhibit materials as outlined in the next section. Please present all materials in the specific order using the numbered section and subsection designations as described herein, and begin each numbered section with a section tab. Number all sheets within each section in sequence. Materials provided should be succinct, relevant, and clear.

7.3.5.2 REQUEST FOR PROPOSAL SUBMITAL - PHASE II

A. Offeror’s Responsibility

It shall be the responsibility of the firm to meet all specifications and guidelines set forth herein. No submittal will be considered that does not provide a serious and reasonable response to the solicitation. Each Proposal will be evaluated in its entirety. Proposals will be evaluated on a combination of factors. The primary evaluation factors are: (1) References, (2) Overall Approach/Methodology and Program Management, (3) Project Team, (4) Cost, Schedule Control and Quality Assurance, (5) Local & Minority/Women Business Development Plan, and (6) Fee.

B. Oral Interview

SCCPSS may require qualified Offerors to participate in a detailed oral interview to fully discuss their submittal and to answer questions posed by SCCPSS Representatives. A final selection may be based upon the evaluation of both the written and oral responses of each Offeror.

C. Submission of Statements of Qualifications

Proposals shall be submitted in five (5) sections: (1) References, (2) Overall Approach/Methodology and Program Management, (3) Project Team, (4) Cost, Schedule Control and Quality Assurance, (5) Local & Minority/Women Business Development Plan, and (6) Fee.

Nine (9) proposals (one (1) original and eight (8) copies) shall be provided in a loose-leaf, three-ring binder. No prohibition shall be placed by this solicitation as to the concept of service the Offeror may choose to
propose; however, the concept shall be placed within the framework of the five (5) sections.

D. Preparing the Proposal

Begin each section and subsection on a separate page. Number the pages in each section consecutively. If any confidential and/or proprietary information is included, then each page containing such information must be stamped "proprietary". It is not acceptable to label the entire Statement of Qualifications as confidential and proprietary.

The Proposal shall contain the following minimum information and be organized in the format indicated:

1. Cover Page
   Titled: Savannah-Chatham County Public School System Request for Qualification RFQ C17-10 Construction Program Management Services (ESPLOST) Submitted by: (Name of company)

2. Detailed Information Page
   a. Name of firm:
   b. Names of Principals of the firm:
   c. Type of Organization (Individual, Partnership, Corporation, Joint Venture, etc.):
   d. Names and titles of individuals authorized to bind this firm in contracted agreements.

3. General Information Page(s)
   a. Name of firm:
   b. Office Address:
   c. Mailing Address:
   d. Telephone Number:
   e. Fax Number:
   f. E-mail Address and/or web site:

4. Executive Summary
   An executive summary of not more than two pages stating the Offeror's overview of the project shall precede the specific required sections.

5. Evaluation Criteria
   a. References
   b. Overall Approach/Methodology & Program Management
   c. Project team
   d. Cost, Schedule Control & Quality Assurance
   e. Local & Minority/Women Business Development Plan
   f. Fee

7.3.5.3 EVALUATION CRITERIA REQUEST FOR PROPOSALS- PHASE II

Program Manager Evaluation Committee members will use a standard form to evaluate the Statement of Qualifications and document their review and evaluation of each Program Manager in accordance with the criteria listed below, within their respective areas of experience and knowledge.

Each Program Manager shall provide the following information as a Statement of Qualifications:
1. References (10%):

a) The PM shall provide contact information, to allow SCCPSS to verify program information, quality of services provided and relationship with the owner, from five clients with whom the PM has completed similar programs.

b) The PM shall demonstrate a positive relationship with prior clients on similar projects.

c) The PM shall submit written recommendations from previous owners and discuss their strategy to provide a positive working relationship with SCCPSS.

d) This strategy must include actual examples of how the PM has demonstrated their cooperation with other Owners, as well as their relationships with architects and construction contractors. SCCPSS reserves the option of contacting any of the references provided to confirm information provided.

2. Overall Approach, Methodology and Program Management (20%):

a) The firm shall provide information regarding its knowledge of the SCCPSS program, local codes and ordinances, scheduling, project management and its ability to deliver quality projects of various sizes in a cost effective and timely manner.

b) The firm shall demonstrate verbally and graphically its plan for performing the work, documenting the services to be provided and showing the interrelationship of all parties. As part of its services, the firm shall indicate knowledge and experience in design management and construction project management.

c) As part of the program approach, the firm shall describe how they will effectively manage and execute the work in the optimum time.

d) The firm shall demonstrate the following for all aspects of the program including stakeholders internally at the school, staff and executive/board level and all external stakeholders:
   1) Communications
   2) Schedule planning and control
   3) Quality planning and control
   4) Budget planning and control

e) The firm shall provide SCCPSS with information on their methodology in measuring the success of a program management effort and how their measuring system will be implemented to serve the SCCPSS program. Identify and explain the metrics used and how these metrics would be used in the evaluation of the SCCPSS program. These metrics should not be limited to costs and schedules alone.

3. Firm’s Professional Capability & Project Team (20%):

a) The firm 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 program.

b) The firm shall develop an organization chart as it relates to the program indicating key personnel and their relationship. It shall be understood that it is the intent of the SCCPSS to insist that those key personnel indicated as the project team in the proposal response actually executes the program. For other staff personnel positions not listed by name in the proposal response, identify the minimum
qualification, experience level and skills that your firm would seek in staffing that position.

c) The firm shall indicate how the work shall be distributed between the associated firms if a joint venture, or prime subcontractor arrangement of two (or more) firms. The firm shall describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

d) Ability to fulfill appropriate public relations needs including informational presentations, community meetings and public program advocacy.

e) Demonstrate firm’s knowledge and familiarity with all aspects of public school facility needs and Special Education requirements.

f) Demonstrate ability to manage WMBE and DBE compliance programs with SCCPSS and/or Georgia Certification.

g) Demonstrate ability to develop and manage cutting edge design to create an advanced learning environment for students.

4. Cost, Schedule Control and Quality Assurance (15%):

a) The firm shall describe how cost estimates are evaluated. Provide specific examples of cost saving recommendations which were successfully implemented and cost containment strategies utilized to maintain project budgets without sacrificing quality.

b) The firm shall describe how the project schedules are managed/maintained. Provide specific examples of recommendation your firm have made to accelerate schedules and/or managed renovation schedules around school calendars.

c) The firm shall demonstrate how your firm performs the following functions, in particular how your firm may be unique in providing these services:
   • Value engineering
   • Constructability review
   • Plan checks
   • Quality assurance
   • Project close-outs and warranty

d) The firm shall demonstrate your firm’s expertise in web-based project management software. Describe the type of reports you would generate to keep SCCPSS apprised of status of the program and each project.

5. Local and Minority/Women Business Development Plan (15%):

a) The firm shall identify members of the program management team that are local and/or minority/Women businesses.

b) The firm shall develop a thorough plan for maximizing the utilization of local and minority/Women business in all aspects of the program including professional services, contractors, subcontractors and consultants.

c) The firm shall demonstrate successful experience on comparable programs in utilizing local and minority/Women business.

d) The firm shall develop a means to measure the utilization of local and minority/Women businesses and prepare to report utilization on a regular basis.

6. Fee (20%):
a) The firm shall outline a pricing schedule that identifies all pricing elements discussed in the proposal to accomplish the SCCPSS requirements. A fee shall be proposed in the form of a lump sum price for the total program management services. Projected starting date of March 1, 2017, with a sixty (60) month contract duration period.

b) The firm shall provide a list of each position anticipated to be utilized in the program, a description of duties associated with that position and an hourly billable rate. The positions listed should match those which were identified in the Project Team in Section 3 above.

c) The lump sum fees and hourly rates requested above shall be based upon a 2017 calendar year scale. For succeeding years after July 7, 2017, the PM's fees and hourly rates will be adjusted per the PM Contract on a yearly basis utilizing the Consumer Price Index. Do not include any reimbursable expenses in the lump sum price.

7.4 ATTACHMENT-PROGRAM PROCEDURES AND MANAGEMENT MANUAL:

A copy of a Program Procedures and Management Manual for a recently implemented capital Program shall be included. The Program shall be similar to the current proposed SCCPSS Program described herein for an urban, K-12 school district. Including new construction, additions, renovation and reconstruction. Program selected shall be valued at greater than $100 million. The Manual shall include, minimally, the following for the overall Program and sample individual projects: descriptions of context and scope, descriptions of organization and procedures, organizational chart(s), cost estimates and time schedule chart(s) for the full duration of the entire Capital Program.

7.4.1 FEES FOR SERVICES:

a) Fees for services should be stated clearly, and where appropriate, by example calculation. 
b) All charges, markups or costs considered reimbursable items, not included in the fees for services, should be set out in detail.

c) If practical, fees should be estimated based upon the scope of work set out in sections 4.0 through 7.1. If an estimate cannot be made, an explanation of the application of the fee, for services related to the scope of work should be provided.

d) All fee and charge information should be prepared separately from the proposal for services.

d) Any change in fee structure for reduction in scope should be disclosed.

7.4.2 PROPOSAL ACCEPTANCE:

a) The Submittal shall comply with all requirements and criteria, as set forth in this RFP, and with all applicable local, state, federal, and other laws.

b) The SCCPSS reserves the right at its discretion, but not its obligation, to reject any and all Submittals which do not meet, in its judgement, all of its requirements and criteria.

c) The SCCPSS reserves the right, at its discretion, to cancel in part or in its entirety this RFQ/RFP if it is determined to be in the best interest of the SCCPSS to do so.

d) This RFQ does not commit the SCCPSS, or any other entity, to execute any agreement or agreements, or to pay any costs incurred in the preparation of a Statement or Proposal in response to this request.
e) All responses to this RFQ/RFP must be complete. If a joint venture is proposed, then all questions asked in this RFQ must be answered by all joint venture members. If the Proposer intends to subcontract out any part of the work then all proposed subcontractors must be listed and full information must be provided on their qualifications and financial background. Incomplete proposals will be considered non-responsive and will be disqualified upon review by the SCCPSS.

f) All information and materials submitted shall become the property of the SCCPSS.

g) Proposers need not submit trade secret, proprietary or confidential business information unless they believe such information is critical to their Submittal or presentation. If any such information is included, it shall clearly be identified as such.

h) The Proposer acknowledges that the SCCPSS is subject to the provisions of the Georgia Open Records Act and any information submitted to the SCCPSS may become available to the general public to the extent required by law.

7.4.3 CERTIFICATION:

The Proposer certifies that by submitting a Proposal in response to this RFP that it has:

a) Completely read and fully understands all information within this RFP and has familiarized itself with all federal, state and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress or performance of this document.

b) No litigation pending or threatened against itself that would in any way threaten or prevent them from performing all services described in this RFP.

c) Provided a list of all design, construction, and project management litigation that it has been involved in the last five (5) years that exceeded $100,000 in any one (1) claim against it or which it sought against another entity.

d) Provided any and all corporate structure and restructuring for the past five (5) years. If the proposer is a joint-venture corporation or if the proposer intends to subcontract part of the work then all entities that are part of the joint-venture corporation or are subcontractors to the Proposer must report the aforementioned litigation history and corporate structure and restructuring as part of the required submittal.

e) Not subjected itself to any government consent, decree, agreement or work order and is not in violation of any local, state or federal ordinance, law or regulation and has not received any notice of any such violation, except as is specifically disclosed in their response.

f) The selected Program Manager shall provide performance and Labor Payment Bonds in the amount of 100% of the fees. A bonding company having an A.M. Best rating at least "A Class VIII" shall provide bonds.

8.0 OPERATIONS:

The SCCPSS shall manage the Projects authorized by ESPLOST in a manner consistent with the SCCPSS regulations and Georgia Law. Specifically, the SCCPSS anticipates that the PM shall report directly to the SCCPSS provided, however, that the SCCPSS representative, shall continue to exercise her/his authority (as set forth in the SCCPSS’s regulations and Georgia State Construction and Facilities Regulations) over all SCCPSS facilities. The SCCPSS reserves
the right to change at any time the management structure of the Program to the extent permitted by law.

Exhibit 1: Standard Consultant Agreement
Exhibit 2: RFQ Evaluation Form

END OF RFQ