Ladies and Gentlemen:

The Savannah-Chatham County Public School System (“SCCPSS”) would like to take this opportunity to announce that it is requesting Statements of Qualifications and Proposals for Design Professional Services for Groves High School Campus Master Planning Project under RFQ/RFP C18-24 (ESPLOST).

Enclosed is a Request for Statements of Qualifications and Proposals (“RFQ/RFP”) packet, which provides instructions for the submission of Statements of Qualifications and Proposals and identifies the goods and/or services requested by the SCCPSS. All Proposals should be delivered to the SCCPSS Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401.

Initial Statements of Qualifications (“Statements”) will be accepted prior to Thursday, March 8, 2018 at 11:00 a.m. at which time they will be publicly opened and a list of Offerors registered. Time is of the essence, and any Statements received after this deadline for submission, whether by mail or otherwise, will not be accepted. Offerors are responsible for ensuring that their Statements and Proposals are timely received and stamped by Purchasing Department personnel. It shall not be sufficient to show that the proposal was mailed in time to be received before the scheduled deadline.

A mandatory pre-Statement conference will be held on Wednesday, February 21, 2018, at the District Central Office, which is located at 208 Bull Street, Savannah, GA 31401, in Room 103 at 10:00 a.m. Statements will not be accepted from any Offeror that is not represented at the mandatory pre-Statement conference.

All Statements and Proposals submitted in response to this RFQ/RFP must be submitted in a sealed envelope with the Statement/Proposal name, number, and closing date and time clearly marked on the outside envelope. No additional information should be written on the outside of the envelope. If Statement or Proposal materials require additional envelopes, then all packages must be combined together and marked as described above. A copy of the Statements/Proposal register will be posted on the District’s website within seventy-two (72) hours after the closing date.

Please include with your Statements/Proposals all documents requested by this solicitation, including, but not limited to, a copy of your firm’s current business license and certificate of insurance. Failure to include all of the information and/or documents requested by this solicitation could result in the Offeror’s proposal not being considered by the SCCPSS.

If you have any questions concerning this solicitation, please submit them in writing to Sabrina L. Scales, Purchasing Director at the address above or fax them to (912) 201-7648. Please note that all communications relating to this solicitation must be directed to the Purchasing Department pursuant to SCCPSS policy.

If an offeror is unable to submit a Statement/Proposal at this time but would like to remain on the list of potential vendors for the SCCPSS, please complete and return only the “No Proposal Statement Form” included with this RFP packet and clearly mark the outside of the envelope with the words “No Response.”
Offerors should be aware that the successful Offeror will be required to provide both a payment and performance bond in the amounts required by the SCCPSS as a condition to being awarded a contract as a result of this solicitation.

Thank you for your interest in providing goods and services to the SCCPSS.

Sincerely,

[Signed]

Sabrina L. Scales, CPPB
Purchasing Director

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”
I. INTRODUCTION

The Board of Public Education for the City of Savannah and the County of Chatham (the “District”), the body corporate responsible for public education in Chatham County, which is commonly known as the Savannah-Chatham County Public School System (“SCCPSS”), seeks sealed Statements of Qualifications and Proposals as specified in this Request for Statements of Qualifications and Proposals (“RFQ/RFP”).

It is worth noting at the outset that this RFQ/RFP process is a competitive sealed proposal process as provided in O.C.G.A. § 36-91-2 and differs from competitive sealed bidding in two important ways:

1) It permits discussions between the District and competing Offerors and allows for changes in Offerors’ proposals including price; and
2) It allows comparative judgmental evaluations to be made on various criteria (in addition to cost) for award of the contract.

Offerors who wish to be awarded a contract by the District to provide the goods and/or services requested by this RFP/RFQ shall be referred to herein as the “Offeror(s).” To be considered for an award of a contract under this RFQ/RFP, Offerors should carefully read this solicitation document, which is called Statements of Qualifications and Proposals for Design Professional Services for Groves High School Campus Master Planning Project under RFQ/RFP C18-24 (ESPLOST), and all of the forms, product specifications, service requirements, contract documents, or other materials that may attached hereto or referenced herein. This RFQ/RFP and the associated documents identify the goods/and or services requested by the District, contain the instructions for preparing and submitting proposals, and outline the process by which the District will award a contract for those goods and/or services, if it decides to award a contract at all.

II. GENERAL TERMS AND CONDITIONS FOR THIS RFQ/RFP

A. A “Cone of Silence” Applies to this RFQ/RFP.

A “Cone of Silence” is imposed upon this RFQ/RFP after advertising, and terminates at the time the District awards a contract. Except as specifically set forth below, the Cone of Silence prohibits any communications in any form (whether written, oral, or electronic) 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, with any District employee, any member of the elected Board of Education that serves as the District’s governing body, the Superintendent or her staff, and any other persons involved in evaluating the bid, such as program managers or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular Offeror or Offerors and to prevent prospective Offerors from circumventing the process for selection set forth in this RFQ/RFP.

The Cone of Silence does not apply to oral communications with the Director of Purchasing, or the Director of Purchasing’s designees, at Pre-Statement/Pre-Proposal conferences, site visits (as applicable), presentations before selection committees, contract negotiations with offerors selected for award, or at other times expressly allowed by this solicitation. Written communications expressly authorized by this solicitation, such as (1) the submission of the Statement or Proposal 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 Offeror may result in the rejection of the Offeror’s response and disqualify the 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.

B. The Goods and/or Services Requested by the District.

The goods and/or services requested by the District in this RFQ/RFP are described in more detail in “Attachment A- Goods and/or Services Requested, Format of Statements and Proposals, Evaluation Criteria for Award, and Contract Requirements,” which is incorporated into this RFQ/RFP by this reference.

C. The Advertising Dates for this RFQ/RFP.

This RFQ/RFP is being advertised on the Purchasing Department page of the District website, http://internet.savannah.chatham.k12.ga.us/, and in the Savannah Morning News, the newspaper for legal notices in Chatham County, Georgia.

The advertising date(s) for this RFQ/RFP in the Savannah Morning News are as follows:

February 2, 2018, and

February 4, 2018 to February 17, 2018, and

February 18, 2018 to March 8, 2018

D. Pre-Statement/Proposal Conferences Held by the Purchasing Department.

A mandatory pre-statement conference will be held on Wednesday, February 21, 2018, at the District Central Office, which is located at 208 Bull Street, Savannah, GA 31401, Room 103 at 10:00 a.m. Statements will not be accepted from any Offeror that is not represented at the mandatory pre-statement conference.

E. The Deadline for Submitting Initial Statements of Qualifications in Response to this RFQ/RFP.

The deadline for submitting initial Statements of Qualifications in response to this RFQ/RFP, unless extended by the District, shall be as follows:

Thursday, March 8, 2018 at 11:00 a.m.

Time is of the essence, and any Statement/Proposal received after this deadline for submission, whether by mail or otherwise, will not be accepted. Offerors are responsible for ensuring that their Statements are timely received and stamped by Purchasing Department personnel. It shall not be sufficient to show that the Statement was mailed in time to be received before the scheduled deadline.

This deadline may be extended for all prospective Offerors within the discretion of the Director of the Purchasing Department or her designee for any reason. A non-exclusive list of reasons why the deadline may be extended include: the issuance of addenda to this RFQ/RFP or the associated specifications, a total absence of Statements, District closure due to inclement weather, etc. The Director of the Purchasing Department will either extend the deadline for all Offerors or not all.

F. Delivery and Submission of Statements and Proposals.

Offerors shall timely deliver any Statements and Proposals requested by this solicitation in person, by mail, or by a commercial delivery service, such as Federal Express or UPS, to the following address:
G. Receipt and Registration of Statements of Qualifications.

Statements and related supplements shall be time-stamped by the Purchasing Department upon receipt. After the deadline for submissions of Statements has past, Statements shall be registered publicly, and then subsequently opened in the presence of two or more Purchasing Department officials. Statements and related supplements shall be shown only to District personnel or consultants having a legitimate interest. Only after award of the contract shall Statements and Proposals be open to public inspection.

H. Timely-filed, Signed Statements and Proposals Considered Offers.

Offerors’ timely-filed, signed Statements and Proposals shall be considered offers on the part of the Offerors which may become a binding contract on an Offeror if accepted by the District at the conclusion of the evaluation process. By submitting a Statement or Proposal in response to this RFQ/RFP, Offeror agrees that the Statement or Proposal will remain open for acceptance by the District for at least 120 days without any changes in terms or pricing.

In the event that the Offeror refuses to perform its promises made in its offer after acceptance by the District, the District may take such action as it deems appropriate to redress the Offeror’s failure to perform, including legal action for damages or equitable relief, including specific performance, for the Offeror’s lack of required performance.

I. Non-Response by Prospective Offerors.

If an Offeror does not wish to submit a Statement or Proposal in response to this RFQ/RFP but would like to remain on the list of potential Offerors for the District, please complete and return only the “No Proposal Statement Form” included with this RFQ/RFP packet and clearly mark the outside of the envelope with the words “No Response.”

J. Form and Formatting of Statements and Proposals.

The form and formatting requirements for Statements and Proposals requested by this RFQ/RFP are described in “Attachment A- Goods and/or Services Requested, Format of Statements and Proposals, Evaluation Criteria for Award, and Contract Requirements.”

K. Bid Bonds.

A bid bond IS NOT required with Offeror’s Statement or Proposal for this RFQ/RFP.

If a bid bond is required by this RFQ/RFP, the requirements are set forth in more detail in “Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements,” which is incorporated by this reference.

L. Payment and Performance Bonds.

A payment and performance bond WILL BE required in connection with the award of this RFQ/RFP.

If a payment and performance bond is required by this RFQ/RFP, the requirements of any such payment and performance bond will be set forth in “Attachment A- Goods and/or Services Requested, Format of Statements Proposals, Evaluation Criteria for Award, and Contract Requirements,” and/or the Sample Contract
which is incorporated by this reference. Before entering into any contract with any Offeror, the District may require proof that the Offeror is able to provide the required payment and performance bonds in the full amounts required by the District.

M. **Offeror’s Essential Credentials and Business Structure to be considered a “Responsible Offeror.”**

To even be considered for a possible award of a contract for the goods and/or services requested by this RFQ/RFP, an Offeror must be deemed a “responsible” Offeror by the District’s Purchasing Department.

To be considered a “responsible” Offeror for the purpose of this RFQ/RFP, an Offeror must be licensed and have the capacity to provide the goods and/or perform the services requested by this RFQ/RFP and must be able to meet the minimum licensing, bonding, insurance, and contractual requirements of this RFQ/RFP. The District reserves the right to request an Offeror to provide additional information or documentation to demonstrate that it is a “responsible” Offeror. Failure to provide the requested additional information, in itself, will be sufficient grounds for the District to declare the Offeror to be not “responsible” for the purposes of this RFQ/RFP.

To be considered a “responsible” Offeror, the Offeror’s majority (51%) ownership, whether public or private, must be held by citizens or lawful permanent residents of the United States.

To be considered a “responsible” Offeror, the Offeror must attach to its proposal a copy of any and all business licenses needed for the Offeror to provide the requested goods and/or services, including any local business licenses needed to provide the good and/or services requested by this RFQ/RFP in Chatham County.

If the Offeror is a corporation, a copy of a current Annual Corporate Registration issued by the State in which the Offeror is incorporated is required to demonstrate that the Offeror is a “responsible” offeror.

While any lawful form of business may be a “responsible” Offeror, if the Offeror is a partnership or joint venture, a copy of the contractual agreement between the partners or the participants in the joint venture must be provided with the Offeror’s proposal. The partnership or joint venture 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 the Offeror is a partnership or joint venture between two existing business entities, including, but not limited to, a corporation or LLC, then all partners should 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/RFP. If the District determines that the form of the Offeror’s business, including a partnership or joint venture, was not created for a legitimate business purpose, could impair the Offeror’s performance in response to this solicitation, poses a liability to the District, or is otherwise not in the best interest of the District, then the District reserves the right to disqualify the Offeror and determine that it is “not responsible”.

If the Offeror is 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 joint venture must be provided.

It is the District’s intent to only enter into a contract as a result of this RFQ/RFP with a single Offeror. The District reserves the right to reject as “non-responsive” or “not responsible” any proposal that requests the District to enter into contracts with multiple Offerors.

N. **Insurance, Warranty, Indemnity and Other Requirements for “Responsible” Offerors.**

To be considered a “responsible” Offeror, all Offerors may be required to meet minimum insurance, warranty, indemnity and other requirements set forth in more detail in “Attachment A- Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements,” and/or the Sample Contract for this solicitation which are incorporated by this reference.

To be considered a “responsible” Offeror, all Offerors are required to comply with O.C.G.A. § 13-10-91, a Georgia statute that prohibits a public employer, such as the District, from entering into any contract with a contractor who fails to participate in the federal work authorization program E-Verify or fails to demonstrate that it is not required to participate in the E-Verify program. In order to be deemed a “responsible” Offeror eligible for this RFO/RFP, the Offeror must provide the affidavit(s) or other documentation required O.C.G.A. § 13-10-91. While the District provides sample O.C.G.A. § 13-10-91 affidavit forms in this RFO/RFP, Offerors are solely responsible for familiarizing themselves with their obligations under O.C.G.A. § 13-10-91 and making sure that they provide the District with the required documentation.

P. Local and/or Minority/Women Business Enterprise (LMWBE) Policies.

It is the policy of the District 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. Prime contractors on District construction projects shall make and document good faith efforts to maximize the utilization of qualified LMWBEs as subcontractors and suppliers and provide proof of such efforts and contracts with and payments made to LMWBEs upon request. The District 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.

For the purposes of this policy, good faith efforts may 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.
- Review the District’s list of vendors indicating an interest in providing services to the District.
- 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.
- Assign substantive work to LMWBEs or LMWBE teaming partners.

For the purposes of this policy, 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 services of the type requested in this solicitation from the local office. The District reserves the right to inspect Offeror’s offices for the purposes of assessing whether the office is legitimate and meets these requirements. An Offeror may be deemed not to be a local business for the purposes of this solicitation if the District, in its sole discretion, is not satisfied that the office is legitimate and meets these requirements.

For the purposes of this policy, 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 or 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, including, but not limited to, racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities.
This includes:

1. African American: A person with origins in any of the Black racial groups of Africa;
2. Hispanic American: A person with origins from Mexico, South America, Central America or the Caribbean Basin, regardless of race; and
3. Asian American: A person with origins from the Indian subcontinent, countries of the Asian Pacific region, and surrounding countries; and

For the purposes of this policy, a Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

The District shall, through their program management and construction management providers, engage in efforts to communicate opportunities afforded by the District’s facilities construction, maintenance and repair programs to LMWBEs, including but not limited to:

- Communicate opportunities associated with District facilities construction, maintenance and repair programs to the citizens of Chatham County.
- Work with other local governments and relevant community organizations to provide technical assistance and guidance to LMWBEs;
- Develop strategies to assist prime contractors in maximizing their utilization of LMWBEs;
- Develop and provide informational sessions to educate LMWBEs in the requirements of the District’s procurement process;
- Provide notices as outlined above and maintain a list of vendors who have provided or are interested in providing services to the District, as outlined above.

The District may, from time to time, audit vendor contracts that involve LWMBE contractors and subcontractors and may require that proof of such contracts and payments be provided to the District.

All Offerors must read, complete and return all of the LMWBE forms attached to this RFQ/RFP.

Q. **The District’s Reservation of Rights to Cancel this RFQ/RFP, to Amend the RFQ/RFP Process, to Disqualify Offerors, and to Waive Irregularities and Technicalities.**

The District, in the discretion of the Purchasing Director, the Chief Financial Officer, the Superintendent, or the District’s governing body, the elected School Board, may cancel this RFQ/RFP at any time before the District awards a contract to any Offeror(s) for any reason or no reason at all. The District may decline to purchase the goods and/or services solicited in this RFQ/RFP at all or it may decide to purchase some or all of the same goods and/or services through a similar or different procurement process.

The District, in the discretion of the Purchasing Director, the Chief Financial Officer, the Superintendent, or the District’s governing body, the elected School Board, reserves the right to amend this RFQ/RFP and all attachments in any way and at any time (without cancelling it in its entirety) before the deadline for the submission of Statements. Any addenda amending this RFQ/RFP will be made available to all Offerors on the District’s website. As stated above, the submission deadline will be extended at least seventy-two (72) hours if any addenda is issued less than seventy-two (72) hours before the submission deadline.

The District further reserves the right to amend this RFQ/RFP in any way after the deadline for the submission of Statements (without cancelling the RFQ/RFP in its entirety), except the District will not amend the Statement formatting or submission requirements, the criteria for determining whether the Offeror is a “responsive” or “responsible” Offeror, or any of the initial evaluation criteria used for determining whether the Offeror is “reasonably susceptible of being selected for award” or “short-listed,” phrases commonly used by the Purchasing Department to indicate that an Offeror performed well enough on the initial evaluation criteria to be eligible to participate in...
interviews or subsequent rounds of evaluations. A non-exclusive example of such an amendment to an RFQ/RFP may be changes to second round evaluation criteria to help differentiate those short-listed Offerors determined to be “reasonably susceptible of being selected for award.”

The District further reserves the right to redo any stage of this RFQ/RFP (without cancelling it in its entirety) if the District, in the discretion of the Purchasing Director, the Chief Financial Officer, the Superintendent, or the District’s governing body, the elected School Board, has concerns that a stage of the RFO/RFP should be redone to eliminate any question of whether it was conducted properly.

The District reserves the right to reject any and all proposals submitted in response to this RFQ/RFP, and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the District.

The District has the right to disqualify a proposal of any Offeror on the basis that the proposal is “nonresponsive” or the Offeror is “not responsible.”

A proposal may be deemed “nonresponsive” or may be negatively evaluated (points deducted) if it fails to include all of the information or documents required by this RFQ/RFP.

An Offeror may be deemed “not responsible” if the District determines that the Offeror fails to meet the minimal requirements to be eligible for consideration, including but not limited to, a lack of capacity to do the work or provide the services requested, a lack of proper insurance, the lack of a valid business license, failure to satisfy e-Verify requirements, negative past performance ratings on District projects, being disqualified from working for the District because of poor performance on a prior project, or some other reason that gives the District reason to question the responsibility or reliability of the Offeror. The District reserves the right to request an Offeror to provide additional information in response to any concern that an Offeror may not be a “responsible” Offeror. Failure to provide the requested additional information, in itself, will be sufficient grounds for the District to declare the Offeror to be not “responsible” for the purposes of this RFQ/RFP.

Offerors represent that, to the best of their knowledge, all information that they submit to the District in response to this RFQ/RFP, whether through a Statement, Proposal or otherwise, is true and correct. If the District determines that information submitted by the Offeror is incorrect, the District may disqualify a proposal as “non-responsive.” If the District determines that an Offeror intentionally misrepresented information submitted in response to the RFO/RFP, the District may disqualify the Offeror on the basis that it is “not responsible” for this solicitation and in future solicitations.

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

R. Evaluation and Award of Contract.

A contract with the District, if one is awarded at all, for the goods and/or services requested in this RFQ/RFP will be awarded by means of the evaluation process described in in “Attachment A - Goods and/or Services Requested, Format of Statements and Proposals, Evaluation Criteria for Award, and Contract Requirements.”

Depending on the nature of the goods and/or services the District may provide a sample of the contract it is willing to execute with a successful Offeror. If such a sample contract is attached, then the Offeror is deemed to have agreed that all of the terms contained therein will be acceptable by submitting a Statement or Proposal. If the Offeror wants to propose materially different terms, then the Offeror should file a request for Material Substitution using the procedure outlined below before submitting its Statements. The District may accept the proposed change in contract terms as being substantially equivalent to the District’s Sample Contract.
and allow other Offerors to submit a Statement and/or Proposal with the same change in terms, the District may reject a proposed change in contract terms and reject a Statement or Proposal requiring different contract terms as being “non-responsive,” or the District may allow the Offeror to submit differing contract terms with the District reserving the right to evaluate (positively or negatively) the different contractual terms proposed. The foregoing notwithstanding, the District reserves the right to negotiate all terms of any contract with Offerors determined to be reasonably susceptible of being selected for award up until any point before the School Board awards a contract to an Offeror.

For other goods and/or services, the District may ask Offerors to provide a proposed contract. The terms of that proposed contract will be evaluated as part of the selection process and the District may ask short-listed Offerors determined to be reasonably susceptible of being selected for award to negotiate specific terms. The specifications for the goods and/or services requested by this RFQ/RFP may also include specific contract terms outlined in “Attachment A - Goods and/or Services Requested, Format of Proposals, Evaluation Criteria for Award, and Contract Requirements” that should be included in any contract proposed by an Offeror. The foregoing notwithstanding, the District reserves the right to negotiate all terms of any contract with Offerors determined to be reasonably susceptible of being selected for award up until any point before the School Board awards a contract to an Offeror.

By way of a non-exclusive example, the specifications may provide that the District will not agree to any contract provision requiring the District to indemnify any Offeror as such provisions are prohibited by District policy and state law. Conversely, there may be times when the District requires an Offeror to maintain certain levels of insurance, to honor certain warranties, or to provide indemnities to the District.

S. Consideration of Offeror Past Performance.

Successful Offerors should be advised that they 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 solicitations or may result in the deduction of points from the Offeror on a future solicitations. Good performance may result in the Offeror receiving additional points on future solicitations.

For the purposes of evaluating the Successful Offeror’s performance, the District anticipates using the evaluation instrument that is entitled Contractor Performance Evaluation System and is attached to this solicitation as Attachment “D.” The District reserves the right to use different or additional evaluation criteria, but has included this evaluation instrument with this solicitation so that Offerors will be informed as to how the District currently plans to evaluate contractor performance. The result of this or a similar evaluation system may be considered (positively or negatively) in connection with the Offeror’s submissions on future District solicitations.

T. Public Information.

It is the policy of the District that at the conclusion of the selection process, the contents of all Statements and Proposals 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, if clearly identified as such in the Statement or Proposal. Failure to list all proprietary sections of the submitted Statement or Proposal shall relieve the District from any responsibility should such information be viewed by the public, a competitor, or be in any way accidentally released.

If this RFQ/RFP is cancelled before an award is made, Statements and Proposals will not be made available for public inspection to prevent Offerors from having an unfair advantage in future solicitations for the same goods or services.

U. Offeror Questions, Requests for Interpretations, and Issuance of Addenda.

If an Offeror should have any questions relating to an RFQ/RFP, including but not limited to the interpretation of RFQ/RFP language, the specifications for the goods and/or services requested, the terms of sample contract provisions attached to this solicitation, the preparation or submission of proposals, or the
evaluation and contract award process outlined in this RFQ/RFP, the Offeror may deliver written requests for 
interpretation to the following address by hand delivery, U.S. Mail, by a commercial delivery service, such as 
Federal Express or UPS, by fax, or email to the Purchasing Department’s designated email address below:

Savannah-Chatham County Public School System 
Attn.: Sabrina L. Scales, Purchasing Director 
208 Bull Street, Room 213 
Savannah, GA 31401 
Fax No.: (912) 201-7648 
Email: purchasing@sccpss.com

All answers to questions and any interpretations of documents shall be made by addenda to the RFQ/RFP 
and shall be made available to all Offerors on the District’s website. While the District will also make a good faith 
effort to mail or fax any addenda to all Offerors who attended pre-statement/proposal conferences, submitted 
requests for interpretations to the District, or otherwise communicated an interest to receive notice of addenda, 
the District’s failure to provide an Offeror with individualized notice of an addenda will not provide an Offeror with 
grounds to protest the implementation of this RFQ/RFP. Offerors are ultimately responsible themselves for 
keeping track of addenda issued by the District before the deadline for submitting Statements and/or proposals 
in response to this RFQ/RFP.

All requests for interpretation must be submitted to the Purchasing Department on or before the 
close of business, 5:00 PM on Monday, February 26, 2018. The District may, but shall not be required, to 
answer any questions about this RFQ/RFP submitted after this date.

The Purchasing Department will extend the deadline for submitting proposals for all Offerors by at least 
seventy-two (72) hours if it issues any addenda within seventy-two (72) hours before the scheduled proposal 
submission deadline.

The Purchasing Director, or her designee, in her discretion, may extend the deadline for submitting 
requests for interpretation for all Offerors if the deadline for submitting proposals is also extended.

V. Requests for Material Substitution of Products, Services, or Contract Terms.

The goods and/or services and contract terms requested by the District in this RFQ/RFP are described 
in more detail in “Attachment A- Goods and/or Services Requested, Format of Statements and Proposals, 
Evaluation Criteria for Award, and Contract Requirements,” as well as in any drawings, specifications, project 
manuals, sample contracts, and addenda related to this solicitation, which are incorporated into this RFQ/RFP 
by this reference.

When reference is made in the specifications as to a particular manufacturer, type of process, brand 
name, or model number, such references are usually, but not always, made to designate minimum acceptable 
levels of quality and do not indicate a preference. In some instances, a particular manufacturer, type of process, 
or brand name is required.

In the event an Offeror would like to propose another manufacturer, process, brand name, model number, 
etc. other than those stated in the specifications for this RFQ/RFP, the offeror must provide complete technical 
information, specifications, manufacturer’s name, model number and a complete list of deviations from stated 
specifications. The burden of proof for documenting that the proposed substitute is equal to the goods or services 
identified in the specifications rests with the Offeror. All determinations of the acceptability of the proposed 
substitute goods or services shall rest with the District staff and their decision shall be final.

Proposals on equipment must be on standard, new equipment of the latest model and in current 
production, unless otherwise specified. Used, reconditioned or refurbished equipment is not acceptable unless 
otherwise specified. All regularly manufactured stock electrical items must bear the label of the Underwriters 
Laboratories, Inc.
Any obvious error or omission in specifications shall not inure to the benefit of the Offeror but shall put the Offeror on notice to inquire of or identify the same from the District.

If the Offeror wishes to propose materially different contract terms than those requested by the District in Attachment “A” or in any Sample Contract, then Offeror should request to propose different Contract terms by identifying the provisions it wishes to change or wishes to add.

All requests for the material substitution of good and services and the change of contract terms shall be submitted to the Purchasing Department to the following address by hand delivery, U.S. Mail, by a commercial delivery service, such as Federal Express or UPS, fax, or by email to the Purchasing Department’s designated email address below:

Savannah-Chatham County Public School System  
Attn.: Sabrina L. Scales, Purchasing Director  
208 Bull Street, Room 213  
Savannah, GA 31401  
Fax No.: (912) 201-7648  
Email: purchasing@sccpss.com

All answers to requests for material substitution and requests to change contract terms shall be made by addenda to the RFQ/RFP and shall be made available to all Offerors on the District’s website. While the District will also make a good faith effort to mail or fax any addenda to all Offerors who attended pre-proposal conferences, submitted requests for interpretations to the District, or otherwise communicated an interest to receive notice of an addenda, the District’s failure to provide an addenda notice to an addenda will not provide an Offeror with grounds to protest the implementation of this RFQ/RFP. Offerors are ultimately responsible for keeping track of addenda issued by the District before the deadline for submitting proposals in response to this RFQ/RFP.

With respect to requests to change contract terms, the District may accept the proposed change in contract terms as being substantially equivalent to the District’s Sample Contract and allow other Offerors to submit a Statement and/or Proposal with the same change in terms, the District may reject a proposed change in contract terms and reject a Statement or Proposal requiring different contract terms as being “non-responsive,” or the District may allow the Offeror to submit differing contract terms with the District reserving the right to evaluate (positively or negatively) the different contractual terms proposed. The foregoing notwithstanding, the District reserves the right to negotiate all terms of any contract proposed with Offerors determined to be reasonably susceptible of being selected for award an Offeror up until any point before the School Board awards a contract to an Offeror.

All requests for material substitution must be submitted to the Purchasing Department on or before the close of business, 5:00 PM on Monday, February 26, 2018. The District may, but shall not be required to, answer any questions about this RFQ/RFP submitted after this date.

The Purchasing Department will extend the deadline for submitting proposals for all Offerors by at least seventy-two (72) hours if it issues any addenda within seventy-two (72) hours before the scheduled proposal submission deadline.

The Purchasing Director, or her designee, in her discretion, may extend the deadline for submitting requests for material substitution for all Offerors if the deadline for submitting proposals is also extended.

W. Protests.

Any actual Offeror or bona fide prospective Offeror who is aggrieved in connection with this RFQ/RFP may protest to the Purchasing Director. By submitting a Statement and/or Proposal in response to this RFQ/RFP without filing a protest observing the deadlines set forth below, the Offeror waives any objection to the content of this RFQ/RFP (including any attachment or addenda) issued prior to as well as any objection to any procedure outlined therein. Protests filed after the deadline for submissions shall only concern the
implementation of the RFQ/RFP as applied to the Offeror or addenda issued after the submission date.

Any protest to the content of this RFQ/RFP (including any attachment or addenda) as well as any objection to any procedure or evaluation criteria outlined therein shall be filed no later than five (5) business days prior to the deadline for submissions of Statements, unless the objection concerns an addenda issued fewer than five (5) business days prior to the deadline for submissions of Statements, in which case, an objection may be filed to that addenda at any time before the submission deadline.

Any protest filed after the submission deadline 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 a contract for the provision of goods and/or services requested in his RFQ/RFP, which will be transmitted by fax and/or email to all Offerors.

The District shall not intentionally withhold information that is stated in this RFQ/RFP to be forthcoming at certain intervals in the future, 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/or the Superintendent, who shall respond to the protesting Offeror within ten (10) business days of receipt of the letter of protest. The initial written response may explain that the Chief Financial Officer and/or the Superintendent need additional time to review the Protest. In any event, a final decision will be issued on the Protest by the Chief Financial Officer and/or the Superintendent before the execution of a final contract with the successful Offeror. This written decision shall be final and conclusive.

X. Offerors Not Entitled to Reimbursement for their Costs Associated with Submitting Proposals.

The District recognizes that participating in this RFQ/RFP process, or any government procurement process, can be time consuming and expensive for Offerors. In participating in part of this process, Offerors acknowledge that their costs in participating in this process are the costs of attempting to do business with the District.

All Offerors or potential Offerors, including unsuccessful Offerors or Offerors or potential offerors who file protests, agree that the District shall not be responsible for reimbursing the Offeror for any costs they may incur in connection with this RFQ/RFP, including staff time, printing costs, attorneys’ fees, or expenses of litigation.

Y. Gratuity Prohibition.

No Offeror shall offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the District for the purpose of influencing consideration of this solicitation.

Z. Certification of Independent Submission of Statements and Proposals.

By submitting a Statement and/or Proposal in response to this RFQ/RFP, the Offeror must certify that:

1. The information in this Statement and/or Proposal 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 and/or Proposal 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/RFP, directly or indirectly to any other Offeror or to any competitor;

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 and/or Proposal for the purpose of restricting competition; and,

4. In the event the Offeror is a partnership or joint venture, each party thereto certifies the above.

III. RFQ/RFP ATTACHMENTS, SPECIFICATIONS, SAMPLE CONTRACTS, AND FORMS

The following attachments, specifications, sample contracts and forms are part of this RFQ/RFP and are herein incorporated by this reference.


B. Solicitation Forms: Forms to be submitted with this RFQ/RFP.

1. Solicitation Form 1: Proposal Submission Checklist
   (to be included on the front of any proposal)
2. Solicitation Form 2: Proposal Certification Form
   (to be included behind the checklist and before the Offeror’s proposal)
3. Solicitation Form 3: Offerors References (to be included following the Offeror’s Proposal)
5. Solicitation Form 5: Subcontractor Affidavit Under O.C.G.A. § 13-10-91
   (only needed if subcontractors will be used)
   (only needed if sub-subcontractors will be used)
7. Solicitation Form 7: Disclosure of Responsibility Statement
8. Solicitation Form 8: Documentation of Good Faith Efforts to Involve LMWBE
9. Solicitation Form 9: Local and MWBE Development Documentation
10. Solicitation Form 10: Form of Business Disclosure and Insurance Coverage Statement
11. Solicitation Form 11: Statement of Active Participation in SCCPSS Schools
12. Solicitation Form 12: No Proposal Statement Form

C. Sample Contract. The Sample Contract showing the specific contract terms that the District expects to enter into for the provision of the goods and/or services requested in this solicitation.

D. Performance Evaluation Criteria. For informational purposes, the District is providing a copy of the Contractor Performance Evaluation System that the District anticipates using to evaluate the successful Offeror’s performance following award of any contract as a result of this solicitation. The District reserves the right to use different or additional evaluation criteria, but has included this information so that Offerors will be informed as to how the District currently plans to evaluate contractor performance. The result of this or a similar evaluation system may be considered (positively or negatively) in connection with the Offeror’s submissions on future District solicitations.
ATTACHMENT “A”

RFQ/RFP C18-24 (ESPLOST) Statements of Qualifications for Design Professional Services for the Groves High School Campus Master Planning Project


1.0 PURPOSE:

1.1 The District, is soliciting Statements of Qualifications and Proposals from architectural firms (the “Design Professional”), authorized to do business in the State of Georgia, and that have experience in master planning of K-12 Public Schools. Those firms who are determined by the District to be qualified will be shortlisted for and invited to interview and offer responses for design services. All respondents to this RFQ/RFP are subject to the directions communicated in this document, and are cautioned to completely review the entire RFQ/RFP and follow instructions carefully. The selected Design Professional firm shall provide professional services for the project described in Section 5 of this document.

1.2 The Board of Public Education for the City of Savannah and the County of Chatham is interested in entering into contract with a qualified professional firm to provide services of a specified nature, the form of said contract being attached hereto, said services consisting of providing Campus Master Planning Services for the Groves K-12 campus noted within this solicitation.

2.0 BACKGROUND & PROJECT GOALS:

2.1 This RFQ/RFP is soliciting master planning services for the Groves High School Campus located at 100 Priscilla D. Thomas Way, Savannah, Georgia 31408. The project will consist of master planning the site for a new 1200 FTE high school, a new 1000 FTE K-8 school and school athletic fields and facilities including 4,000 seat football stadium along with any relocation or improvements required for Priscilla D. Thomas Road if needed to accommodate the requirements for the campus. The master plan must take into consideration that the existing Groves High School needs to maintain occupancy on site and will not be relocated for construction.

2.2 The design will be part of the current District Wide ESPLOST III construction program. The projects are to be managed by the District’s Program Manager, Parsons Environment & Infrastructure Group, Inc. (“Parsons”). The Design Professional is to be familiar with the City of Savannah and Chatham County requirements for code compliance and accommodate City of Savannah, Georgia, Chatham County, DOE and the Savannah-Chatham County Public School System’s design criteria and current State Educational Standards and design and construction requirements.

2.3 Offerors should consider that the District favors the following listed design features in an attempt to standardize repair parts and reduce long term maintenance costs. This list is not complete; it is intended to include only design features which the District believes might affect Offerors’ actions regarding project designs. SCCPSS Design Guidelines should also be followed.

- Earth-friendly and sustainable design features, materials, and systems.
- Maintenance-friendly design features, materials, and systems.
- Two-story maximum building height.
- Masonry wall construction, particularly exterior, corridor, and restroom.
- Minimize above ceiling location of HVAC equipment.
- Water-source heat pump system.
- Minimize roof-mounted equipment.
- LED lighting – Owner furnished.
3.0 SITE INFORMATION:

3.1 The project site is located at 100 Priscilla D. Thomas Way, Savannah, Georgia 31408. The proposed site for the new schools and fields will be forty-five (45) acres including the site where the Garden City stadium is now located. The site has existing school facilities located on it including the annex building across the street from the high school.

4.0 SCOPE OF SERVICES

4.1 The Work shall include but is not limited to developing a Master Plan for the Groves High School Campus to show schools, athletic facilities, drives, and parking areas; along with the coordination and planning of the City of Garden City roadways and intersections required for accessing the site and maintain proper traffic flow around and through the campus site. Final plans will be in rendered presentation quality. These services will not include design or construction documents.

4.2 This campus will require a new stadium with track and field, baseball field, softball field, tennis courts, and field house for high school; and playgrounds areas for K-8.

4.3 The District will be working out a Memorandum of Understanding (MOU) with the City of Garden City that may include land purchases, land transfers, roadways, and shared use of facilities. This service needs to identify and help determine the requirements for the MOU. Services include attending and presenting at various city, community and school meetings to obtain feedback and approval for the site plan.

4.4 Separation of elementary and high school students and activities must be maintained, however, the Design Professional will be required and encouraged to research and evaluate the use of shared services and areas between the schools and sites.

4.5 The Design Professional will be required to develop a final site master plan in accordance with GDOE requirements and standards along with any coordination and approval as required by GDOT.

4.6 The Design Professional will be required to use the program management software, IMPACT®, as a document control system. Training will be supplied by the Program Manager for the IMPACT® program. The system will be used for all phases or aspects of the projects.

4.7 The Design Professional will furnish all expertise, labor and resources for master planning services for the project. The following generally highlights the services to be provide:

4.7.1 The Design Professional shall assist the Program Manger and District in refining or making clarifications to the District's requirements for the project and shall prepare and update Statements of Probable Cost for roadway and intersection improvements.

4.7.2 The Design Professional shall provide site evaluation and planning services and advise the District of potential site-related problems and resolutions including the development and implementation of required land disturbance permits.

4.8 Design Professional will be required to attend and make design presentations at numerous community meetings as design work progresses. Design Professional will also be responsive to school community feedback and make design adjustments and revisions as needed for approvals. It is expected that multiple site options will need to be developed and studied to provide the best solution for the school and community with the least overall disruption to education.

5.0 Evaluation Procedure, Interview Process, and Procedure for Award.

By the Statement of Qualifications ("Statement") submission deadline, Offerors will submit their
Statements in response to this RFQ/RFP. Statements shall be formatted as described in Section 6.0, Manner of Preparation, Order of Required Forms and Documents, and Organization of Statements and Proposals, and **should be submitted with all of the forms and documents requested.** Statements will initially be reviewed by the Purchasing Department to determine whether the Statements are “responsive” and the Offerors are “responsive” as described in the General Terms and Conditions of this RFQ/RFP in light of the goods and/or services requested in this RFQ/RFP as described more fully in this attachment “A.” If any Statement is determined not to be “responsive,” the Purchasing Department will inform the Offeror in writing that its Statement will not be considered on the basis that it is not “responsive.” If any Offeror is determined by the Purchasing Department to not be “responsive,” the Purchasing Department will inform the Offeror in writing that its Statement will not be considered on the grounds that the Offeror is not a “responsive” Offeror.

After the Purchasing Department determines whether the Statements are “responsive” and the Offerors are “responsive,” an Evaluation Committee will evaluate all of the “responsive” Statements from all of the “responsive” Offerors using the evaluation criteria set forth in Section 7.0 below and rank the Statements in order of most desirable to least desirable. The Evaluation Committee may determine that all Statements are good enough to be “reasonably susceptible for award” or it may determine that only a certain number of the highest rank Offerors are “reasonably susceptible of being selected for award” and create a short list of those Offerors (the “short-listed Offerors”) that the District is most interested in contracting with.

At this time, the short-listed Offerors will receive a Request for Proposals from the District, sometimes called a “request for project proposals,” and these short-listed Offerors will be asked to submit their Proposals, sometimes called “project proposals,” that will be less focused on the evaluation criteria in Section 7.0 below, such as the Offeror’s stability, past experience and qualifications, and suitability, and more focused on the information requested in Section 8.0 below. The District’s Request for Proposals (sometimes also called a request for project proposals) may provide the Offerors with additional information about the project specifications, request the Offerors to provide additional information not requested in this RFQ/RFP, provide the requirements for the submission of sealed fee proposals, and revise the evaluation criteria for short-listed Offerors. However, all short-listed Offerors will be provided with the same Request for Proposals (request for project proposals) and evaluated using the same criteria.

Offerors’ Proposals (project proposals) should meet the same physical preparation requirements as the Offerors’ original Statements as set forth in Section 6.0. However, its contents should address the evaluation criteria set forth in Section 9.1 below (which may be modified by the District’s Request for Proposals). The contents of the Offerors’ Proposals (project proposals) should be organized in the order of the evaluation criteria set forth in Section 9.1 below (or as requested by the District in its Request for Proposals (project proposals), and include any additional information requested by the District with its Request for Proposals (project proposals). The Evaluation Committee will score the Offerors’ Proposals (project proposals) using the criteria set forth in Section 9.1 below (which may be modified by the District’s Request for Proposals), and will add that score to the Offerors’ separate score for interview performance.

For this solicitation, the Evaluation Committee will conduct interviews of all “short-listed” Offerors determined to be “reasonably susceptible of being selected for award” after the short-listed Offerors submit their Proposal (project proposals). Each of the short-listed Offerors will be scheduled for an interview/presentation time. The Offerors’ interview performance will be scored separately from the Offerors’ Proposals (project proposals) using the criteria set forth in Section 9.2 below.

After scoring the Offerors’ Proposals and interviews, the Evaluation Committee will combine the Offerors’ Proposal and interview scores to come up with a list of Finalist Offerors.

Each short-listed Offeror will submit its sealed fee proposal at the time of its interview following the format requested by the District in its Request for Proposals. The sealed fee proposal will remain sealed until after the Evaluation Committee completes its ranking of Finalist Offerors. The District reserves the right to negotiate any Offeror’s fee proposal and to reject any fee proposal that does not meet the minimum requirements set forth below.
After the Evaluation Committee completes its final ranking, the Superintendent or her designee will enter negotiations with the highest ranked Offeror to negotiate final contract terms, including, but not limited to cost, including the CMR’s fee, that will be presented to the School Board, the District’s governing body, for final approval. The School Board has discretion to accept or reject the Superintendent’s recommendation. If the School Board rejects the Superintendent’s recommendation, the School Board will direct whether it wants to cancel this RFQ/RFP in its entirety, whether it wants the Superintendent to continue to negotiate with the highest ranked Offeror, or whether it wants the Superintendent to move on to the next Offeror on the list.

If the Superintendent or the School Board are unable to reach a final agreement as to the terms of a contract with the highest-ranked Offeror, then the Superintendent, or her designee, should proceed to negotiate with the next highest-ranked Offeror and so on until an agreement that is acceptable to the School Board is reached or the RFQ/RFP is canceled.

6.0 Manner of Preparation, Order of Required Forms and Documents, and Organization of Statements and Proposals.

6.1 Manner of Preparation.

All Statements and/or Proposals shall be:

- Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the Statement and/or Proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.

- Submitted and delivered in a sealed envelope (or package), which is plainly marked with the RFQ/RFP number and title, and date and time of Statement and/or Proposal closing. **No additional information should be written on the outside of the envelope (package).** If Statement and/or Proposal materials require additional envelopes or packages, then all submissions must be combined together and marked as described above.

- Submitted with the solicitation forms included in this RFQ/RFP in the order provided in Section 6.2 below.

- Offerors should submit one original and five copies and a CD-ROM or thumb drive with a PDF copy of the complete Statement or Proposal.

Offerors are encouraged to review carefully all provisions and attachments of this RFQ/RFP prior to submission. Each Statement and/or Proposal constitutes an offer and may not be withdrawn except as provided herein.

6.2 Order of Required Forms and Documents.

For this solicitation, the proposal, forms, and requested documentation should be submitted to the Purchasing Department in the following order to facilitate Purchasing Department review. The total absence of any of these forms or documents may result in the proposal being declared to be “nonresponsive.”

1. Solicitation Form 1: Proposal Submission Checklist
2. Solicitation Form 2: Proposal Certification Form
3. The Offeror’s typewritten or printed Statement and/or Proposal which shall be organized as provided in Section 6.3 below.
4. Solicitation Form 3: Offerors References (to be included following the Offeror’s Proposal)
5. Solicitation Form 4: Contractor Affidavit Under O.C.G.A. § 13-10-91
   (only needed if subcontractors will be used)
7. Solicitation Form 6: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91
   (only needed if sub-subcontractors will be used)
8. Solicitation Form 7: Disclosure of Responsibility Statement
9. Solicitation Form 8: Documentation of Good Faith Efforts to Involve LMWBE
10. Solicitation Form 9: Local and MWBE Development Documentation
11. Solicitation Form 10: Form of Business Disclosure and Insurance Coverage Statement
12. Solicitation Form 11: Statement of Active Participation in SCCPSSS Schools
13. A copy of the Offeror’s W-9, showing its Federal Tax Id. Number and Certification

6.3 Organization of Statements and/or Proposals.

Offerors’ typewritten or legibly printed Statements and/or Proposals shall be organized and tabbed as follows to track the evaluation criteria set forth below that will be used by the District to evaluate Statements and/or Proposals.

6.4 Submission of Sealed Fee Proposals.

No fees or costs shall be stated in the initial Statements or in the short-listed Offerors’ Proposals.

Fee proposals will be requested from short-listed Offerors and must be submitted at the conclusion of the interview session in a sealed envelope. The fee proposal format will be provided with the Short-Listed Offerors before the time of submission.

Short-listed firms will be asked to provide a “Lump Sum Fee” for the services proposed. Fees shall not exceed amounts approved by the State Board of Education for Capital Outlay Projects.

Any Proposal and Sealed Fee Proposal that fails to meet those requirements will not accepted by the District.

7.0 Initial Evaluation Criteria for Statements of Qualifications.

For this solicitation, Statements will be evaluated using the following Evaluation Criteria by an Evaluation Committee of District staff and/or outside consultants (unaffiliated with any Offeror) engaged by the District for the purpose of evaluating Statements and/or Proposals. Offerors’ initial Statements should be organized and tabbed in the same order as these Evaluation Criteria. Within each section, the Offeror should provide the requested information, organized and clearly marked so that the Evaluation Committee can easily find the Offeror’s answers to each of these questions. Some of the forms included in this RFQ/RFP are designed to elicit information related to these issues and relevant information provided in the forms will be considered in addition to the Offeror’s answers provided in the tabbed Statement section.

7.1. Stability (25%) TAB (A):

The Offeror’s stability, including the firm’s corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.

7.1.1. Provide basic company information: Company name (as would appear on a contract), address, name of primary contact, telephone number, fax number, E-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office’s proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Describe if the offeror is a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure.

7.1.2 Briefly describe the history and growth of your firm(s). Provide general information about the firm’s personnel resources, including disciplines and numbers of employees and locations and staffing of offices.
7.1.3 Has the firm or any of its principals been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Contractors.

7.1.4 Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.

7.1.5 List the firm’s annual revenue for each of the past five (5) years.

7.1.6 Supply financial references and main banking references.

7.1.7 Has the firm ever been removed from a design services contract or failed to complete a contract as assigned?

7.2 Experience and Qualifications (45%) TAB (C):

The Offeror’s relevant project experience and qualifications, including the demonstrated ability of firm in site master planning comparable in complexity, size, and function to the one contemplated hereby. Experience with owners such as cities, SCPSS and/or other similarly-structured organizations. This includes relevant experience and qualifications of the principal Design Professional(s) and lead staff, and evidence of relevant competencies for this project.

7.2.1 Provide professional qualifications and description of the level of experience for principal Architect or Engineer personnel in the master planning of projects similar to this project. All Consultants should provide a similar level of information particularly any specialized consultants or designers that may be on the team.

(At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who is qualified and available for proposed project). If the firm is selected as a finalist, the Owner will request detailed information on the exact proposed expanded team and their relevant experience.

7.2.2 Provide information of the firm’s experience on projects of similar type, size, function, and complexity. Describe no more than ten (10) and no less than seven (7) projects performed in the past 10 years, in order of most relevant to least relevant, which demonstrate the firm’s capabilities to perform the project at hand. (If a project listed was performed by an employee that previously worked at another firm, please indicate as such.) For each project, the following information should be provided following:

7.2.2.1 Project name, location and dates during which services were performed.

7.2.2.2 Brief description of project and physical description (final construction cost, number of facilities, site area)

7.2.2.3 Services performed by firm. Identify the key personnel that participated in the project and state whether or not they are still with the firm.

7.2.2.4 Owner’s stated satisfaction in design and service of your firm.

7.2.2.5 Owner’s current contact information.

7.2.2.6 Contractor’s current contact information.

7.2.2.7 Provide construction budget and final construction cost for each project.

7.2.2.8 Describe in detail the reasons for any cost increases that may have occurred (Change orders, unforeseen conditions, Owner directed scope increases, errors/omissions, etc.).

7.2.2.9 Organization Chart: Develop an organization chart as it relates to the Project indicating key personnel, their relationship, and all sub-consultants to be used on this project.
7.2.2.10 Provide the location of the offices that will be providing the required services. Provide information on the staffing and resources of the main office providing the majority of services. Unauthorized travel costs for Offering firm and sub-consultants will not be considered reimbursable expenses.

7.3 Suitability (30%) TAB (D):

The Offeror should provide information on its suitability to provide services for the project, including the Offeror’s apparent fit to the project type and/or needs of the District and provide any information that may serve to differentiate the firm from other firms in terms of suitability for the project.

1. Unique Qualifications for the Project. The Offeror should explain why it feels it is uniquely qualified to help the District with this particular project.

2. Current and projected workloads. The Offeror should provide information on its current and projected workloads for the District and other projects that Offeror anticipates may coincide with its performance of the services requested for this project. This project is important to the District and the District wants to make sure that the Offeror’s workload will allow Offeror to provide the District with requested services. Also, the District may consider the number of other projects that the Offeror will or may be working on for the District at the same time as this project. Working on multiple District projects may or may not be considered beneficial depending on the nature of the projects involved. For example, the District may be concerned that a delay on one project could result in a delay on another project.

3. The proximity of the office to project location. The Offeror should provide information on the proximity of the office where the Offeror’s personnel assigned to this project will be primarily stationed.

4. The Offeror’s Non-Discrimination Policies. The Offeror should identify its non-discrimination policies so that the District may assess whether they are consistent with its own non-discrimination policies.

5. Public Safety Record, Environmental Concerns, and Accommodation of Disabilities and Special Needs. The Offeror should provide information relating to its record of addressing public safety, social, environmental concerns, accessibility for persons with disabilities and special needs, and special services for project-related concerns.

6. LMWBE Policies and Plans. With its proposal, the Offeror will be required to submit the attached local, minority, socially disadvantaged, and women-owned business enterprise (LMWBE) forms which will help identify Offeror’s policies and plans to try to identify and involve qualified locally owned business as well as qualified businesses owned by and employing women, minorities, and socially disadvantaged individuals. The District will assess the Offeror’s overall LMWBE policies and plans. An Offeror that does not qualify as a local, minority, socially disadvantaged, or women-owned business enterprise itself will still be evaluated positively or negatively in connection with this factor based on the detail and quality of its LMWBE submissions. An Offeror that qualifies as a local, minority, socially disadvantaged, or women-owned business enterprise itself will also be evaluated positively or negatively on the detail and quality of its overall LMWBE submission and will not be considered to have submitted a strong LMWBE plan simply because it is an LMWBE itself. No set points are assigned to any Offeror because of its status as an LMWBE or because of the quality of its LMWBE plan. Rather, an Offeror’s LMWBE policies and plans are just one of many factors considered with respect to an Offeror’s suitability.

7. Special Services that the Offeror Provides. Offerors should identify any services that they offer that they believe may be special services that other construction managers at risk may not offer that may be beneficial to the District for this project.
8.0 Requests for Project Proposal

Proposals (Project Proposals) are due at the time of the interview. Proposals should include responses to the following:

8.1 Qualifications and Experience of Proposed Design Team:

8.1.1 Describe your firm’s proposed organization for the design team. Please designate all specific individuals and their roles on your team by submitting an organizational chart for the project. At a minimum, the project organization chart shall show the names of key designers and staff, descriptions of responsibilities for all proposed staff.

8.1.2 Please provide for each of the above personnel current resumes listing relevant project experience and percentage of the person’s time to be committed to this project.

8.1.3 Please identify the individual who, from project start to finish, will be the leader of your team and the principal point of contact between your firm and SCCPSS. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual’s competence, his/her leadership, and his/her ability to achieve customer satisfaction will be heavily considered in the selection.

8.1.4 Provide examples of your team’s recent experience in similar projects, including the following information:

8.1.4.1 Provide detailed information on the three (3) most recent relevant projects your firm has completed with proposed team members working together. Include the total value of the project, dates of the project, quantity of change orders or amendments to the contract and net total cost increase. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of Client’s representative (with a current phone number) who is most familiar with your performance on the project. Summarize successes achieved and problems encountered with the project.

8.1.4.2 Provide a reference from the Client and any other stakeholders with current phone numbers familiar with your performance on each of the above projects.

8.1.4.3 List the individuals who served as the Principal Architect/Executive/Director, lead designers, project manager, and other key roles on the projects. Please note whether these individuals are still employed with your firm. Identify and provide detailed information on projects in which all or any combination of members of the proposed team has worked together on.

8.1.4.4 Provide detailed information on the level of experience team members have incorporating energy efficient designs and principals in to past projects.

8.2 Design Plan

8.2.1 Provide a statement of your definition of your firm’s proposed overall role in this project, your anticipated level of management responsibility and accountability for project concerns. Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with SCCPSS and others as applicable. Provide detailed procedures for routine solving of complex project issues without compromising your team commitments. Provide your proposed methods and plans of communication.

8.2.2 Provide your proposed timeline covering the scope of design, and a detailed work plan for the project. Each milestone must include the detailed steps describing the tasks to be done. Describe systems and procedures your firm uses to manage the design schedule. Describe alternatives that may be explored to shorten the schedule.
8.2.3 Please explain your process for construction administration.

8.2.4 Provide your detailed plan for applying energy efficient design and principles into the project or any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

9.0 Short-Listed Offeror (Project Proposal) Screening Criteria

9.1 Evaluation Criteria for Project Proposals:

9.1.1 Performance and References (15%) TAB (B)

   Previous performance and references of the firm including level of quality of the services of the firm to previous customers, customer's statements of that quality, the firm's ability to meet established time requirements, the firm's response to project needs during design and construction, the firm's control of design schedule, quality and budget. The Owner will use references from stakeholders of the District's choosing from previous projects of the finalists, among other information as necessary. This information will be collected by the Selection Committee from project references provided in the RFQ (Individual Review or Initial Screening) submittal. The District will also consider the Offeror's past performance on District projects when evaluating the Offeror's performance and references.

9.1.2 Design Team Qualifications and Experience (20%) TAB (C)

   Design team qualifications and experience of the proposed project team. Experience of the principal, lead designer, and project manager on completed projects of similar size, type, and complexity; assigned team’s experience with effective budget and schedule control; availability of the proposed team for this project. Provide information regarding percentage of the primary team member's time that will be committed to this project.

9.1.3 Quality of Proposed Design Plan (15%) TAB (D)

   The firm's design and detailed work plans; Firm's approach for managing responsibility and accountability for project concerns; Firm's process for effectively resolving issues and maintaining project commitments.

9.2 Criteria for the Evaluation of Finalist Interviews:

9.2.1 Methodology Presented (25%) TAB (E)

   The firm's ability to assure success to complete the project within the time and cost budgeted. The firm's presentation of the proposed design plan, and the committee's overall impression of the firm and key team members (lead designer, project manager, project director, project executive, etc.)

9.2.2 Team Communications/Project Solutions (25%) TAB (F)

   The effectiveness in communication of the team members during the interview process, and the firm's ability to effectively answer project questions and provide solutions during the interview.
10. Schedule of Events

The below schedule of events represents the District’s best estimate of the schedule to be followed. The District reserves the right to adjust the schedule as it deems necessary.

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date(s)</th>
<th>Time(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>District issues public advertisement of RFQ</td>
<td>February 2, 2018 and February 4, 2018 – February 18, 2018 and February 19, 2018 – March 8, 2018</td>
<td></td>
</tr>
<tr>
<td>Mandatory Pre-Proposal Conference at:</td>
<td>February 21, 2018</td>
<td>10:00 A.M.</td>
</tr>
<tr>
<td>Room 103 of the Savannah-Chatham County Public School System’s Central Office Building, located at 208 Bull Street, Savannah, Georgia 31401</td>
<td></td>
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<tr>
<td>Request for Interpretation Cut-off date</td>
<td>February 26, 2018</td>
<td>5:00 P.M.</td>
</tr>
<tr>
<td>Deadline for Submission of RFQ’s</td>
<td>March 8, 2018</td>
<td>11:00 A.M.</td>
</tr>
<tr>
<td>District completes evaluation and issues notification to Short-Listed Firms</td>
<td>March 19, 2018</td>
<td>Best Estimate</td>
</tr>
<tr>
<td>District conducts a mandatory pre-proposal conference for Short-listed firms at site</td>
<td>March 22, 2018</td>
<td>Best Estimate</td>
</tr>
<tr>
<td>Deadline for submission of written questions from Short-listed firms</td>
<td>March 26, 2018</td>
<td>5:00 P.M.</td>
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<tr>
<td>District response to all requests for interpretation from Short-listed firms</td>
<td>March 28, 2018</td>
<td>5:00 P.M.</td>
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<tr>
<td>Interview/Presentations from Short-listed firms</td>
<td>April 4, 2018</td>
<td>Best Estimate</td>
</tr>
<tr>
<td>Intent to Award Letters Issued</td>
<td>April 9, 2018</td>
<td>Best Estimate</td>
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<tr>
<td>Award Recommendation presented to Board</td>
<td>TBD</td>
<td>TBD</td>
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</table>

11.0 Terms of Contract.

For this solicitation, the District has attached a Sample Contract as Attachment “C” for the Design Professional services requested by this RFQ/RFP. By submitting a proposal, the Offeror agrees that all of the terms of the Sample Contract are acceptable to the Offeror, including its insurance, indemnity, and bonding requirements. If any of the terms of the Sample Contract are not acceptable to the Offeror, then District requests that the Offeror provide a Request for Material Substitution before submitting its initial Statement asking to substitute different terms. The District may accept the proposed change in contract terms as being substantially equivalent to the District’s Sample Contract and allow other Offerors to submit a Statement and/or Proposal with the same change in terms, the District may reject a proposed change in contract terms and reject a Statement or Proposal requiring different contract terms as being “non-responsive,” or the District may allow the Offeror to submit differing contract terms with the District reserving the right to evaluate (positively or negatively) the different contractual terms proposed. The foregoing notwithstanding, the District reserves the right to negotiate all terms of any contract with Offerors determined to be reasonably susceptible of being selected for award up until any point before the School Board awards a contract to an Offeror.
ATTACHMENT B: FORMS
BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFQ/RFP C18-24- SOLICITATION FORM 1

Proposal Submission Checklist

Please include this Proposal Submission Checklist on the front of your proposal and check which documents are included. If the Offeror does not wish to submit a proposal for this RFQ/RFP but would wish to remain on the District’s list of interested Offerors, Please submit only Form 12 in an enveloped mark “No Response.”

- Solicitation Form 1: Proposal Submission Checklist
- Solicitation Form 2: Proposal Certification Form
- The Statement: The Offeror’s typewritten or printed Statement which shall be organized as provided in Attachment “A.”

Forms to be included after the Statement

- Solicitation Form 3: Offeror’s References
- Solicitation Form 4: Contractor Affidavit Under O.C.G.A. § 13-10-91
- Solicitation Form 5: Subcontractor Affidavit Under O.C.G.A. § 13-10-91
- Solicitation Form 6: Sub-Subcontractor Affidavit Under O.C.G.A. § 13-10-91 (submit for all sub-subcontractors identified in Offeror’s Statement and/or Proposal)
- Solicitation Form 7: Disclosure of Responsibility Statement
- Solicitation Form 8: Documentation of Good Faith Efforts to Involve LMWBE
- Solicitation Form 9: Local and MWBE Development Documentation
- Solicitation Form 10: Form of Business Disclosure and Insurance Coverage Statement
- Solicitation Form 11: Statement of Active Participation in SCCPSS Schools
- A copy of the Offeror’s W-9, showing its Federal Tax Id. Number and Certification
- Offeror’s Certificate of Insurance: Documents showing that Offeror has or can obtain the minimum insurance and bonding requirements required by this solicitation.
- A copy of the Offeror’s Current Business Licenses/Tax Certificates
- Any State of Georgia licenses required to provide the goods and/or services requested by this RFQ/RFP.
- Additional Documents Submitted by Offeror in Support of its Statement

Solicitation Form 1
Proposal Certification Form

Please complete this form and sign it in the presence of a notary:

A. 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 or proposals are required to report ownership status.

- Local
- African-American
- Majority
- Woman
- Hispanic
- Non-Local
- Asian-American
- American Indian
- Other __________________________

B. How Did You Hear About This RFQ/RFP? (This information is for statistical use only.)

- City of Savannah, Dept. of Economic Development
- Received Request by Mail
- Visiting the Purchasing Office
- The Herald Legal Ad
- The Savannah Tribune Legal Ad
- Savannah News Press Legal Ad

C. Offeror’s Certification.

This is to certify that I, on behalf of the undersigned Offeror, have read this RFQ/RFP in its entirety (including all attachments) and agree to be bound by the provisions of the contained herein.

This _____day of __________________ 20 ____ By:______________________________

______________________________
Title

______________________________
Signature

______________________________
Company

______________________________
Address (Street, City, State, Zip)

______________________________
Phone No.

______________________________
Fax No.

______________________________
Federal Taxpayer I.D. No.

e-Verify No.

______________________________
Contact Person for This Bid

Phone Number

______________________________

D. NOTARY:

Subscribed and sworn before me on
This the _____day of ___________________, 201 __________

______________________________
Notary public

______________________________
My commission expires
BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM  
RFQ/RFP C18-24- SOLICITATION FORM 3  

REFERENCES OF AT LEAST FIVE ORGANIZATIONS SUPPLIED WITH SIMILAR ITEMS:

1. **Company Name:**
   - Contact Person: ____________________________
   - Phone Number: ____________________________  FAX Number: ____________________________
   - E-Mail Address: ____________________________

2. **Company Name:**
   - Contact Person: ____________________________
   - Phone Number: ____________________________  FAX Number: ____________________________
   - E-Mail Address: ____________________________

3. **Company Name:**
   - Contact Person: ____________________________
   - Phone Number: ____________________________  FAX Number: ____________________________
   - E-Mail Address: ____________________________

4. **Company Name:**
   - Contact Person: ____________________________
   - Phone Number: ____________________________  FAX Number: ____________________________
   - E-Mail Address: ____________________________

5. **Company Name:**
   - Contact Person: ____________________________
   - Phone Number: ____________________________  FAX Number: ____________________________
   - E-Mail Address: ____________________________

Solicitation Form 3
Contractor Affidavit Required by O.C.G.A. § 13-10-91

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 Savannah-Chatham County Public School System has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period, if awarded a contract, 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. 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

RFQ/RFP C18-24 Statement of Qualifications and Proposals for Design Professional Services for Groves High School Campus Master Planning Project

Name of Project

The Board of Public Education for the City of Savannah and the County of Chatham

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on ______________________, 201________________ in ______________________, and ______________________

City State

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _______ DAY OF __________________ , 201______

NOTARY PUBLIC

My Commission Expires

Solicitation Form 4
BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFQ/RFP C18-24- SOLICITATION FORM 5

(Required only if the Offeror may use subcontractors)

Subcontractor Affidavit Required by O.C.G.A. § 13-10-91

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, if awarded a contract, 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. 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:

<table>
<thead>
<tr>
<th>Federal Work Authorization User Identification Number</th>
<th>Date of Authorization</th>
</tr>
</thead>
</table>

Name of Subcontractor

RFQ/RFP C18-24 Statement of Qualifications and Proposals for Design Professional Services for Groves High School Campus Master Planning Project

Name of Project

The Board of Public Education for the City of Savannah and the County of Chatham

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on _____________ in ________________, and ________________,

Date City State

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on This the __________ day of ____________________, 201_____

Notary Public

My commission expires

Solicitation Form 5
Sub-Subcontractor Affidavit Required by O.C.G.A. § 13-10-91

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 ______________________ (prime contractor) and ______________________ (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, if awarded a contract, 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 subcontractor with the information required by O.C.G.A. § 13-10-91. Additionally, the undersigned sub-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 sub-subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned sub-subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

<table>
<thead>
<tr>
<th>Federal Work Authorization User Identification Number</th>
<th>Date of Authorization</th>
</tr>
</thead>
</table>

Name of Sub-Subcontractor

<table>
<thead>
<tr>
<th>RFQ/RFP C18-24 Statement of Qualifications and Proposals for Design Professional Services for Groves High School Campus Master Planning Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Project</td>
</tr>
</tbody>
</table>

The Board of Public Education for the City of Savannah and the County of Chatham

Name of Public Employer

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

______________________ in ______________________, and ______________________

Date City State

Signature of Authorized Officer or Agent

<table>
<thead>
<tr>
<th>Printed Name and Title of Authorized Officer or Agent</th>
</tr>
</thead>
</table>

Subscribed and sworn before me on

This the __________ day of _________________

201_____

Notary Public

My commission expires

Solicitation Form 6
Disclosure of Responsibility Statement

1. 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 of subcontract, or in the performance of such contract or subcontract.

2. 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.

3. List any convictions or civil judgments under state or federal law.

4. 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.

5. List any prior suspensions or debarments by any government agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of material and workmanship.

[Form 7 Continues on Next Page]
8. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.

9. List any pending civil actions against company.

10. List all other construction projects that you already have a contract to perform during the expected timeframe of performance for this project as well as any other construction projects that you are actively seeking to be awarded by the District or other customers that may require your performance concurrently with your performance on this project.

I, ________________________________________, of

Name of Individual Title & Authority Company Name

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

________________________________________
Signature

_________ in _____________________________. and __________________________
Date City State

Subscribed and sworn before me on
This the ______ day of __________________, 201________

Notary Public

My commission expires
## Good Faith Efforts Requirements

Offerors are required to submit with their proposal evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of compete on this contract. Such good faith efforts of a bidder will include, but not limited to, the following:

<table>
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<tr>
<th>Requirement</th>
<th>Yes or No</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance at pre-bid meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.</td>
<td>☐ Yes or ☐ No</td>
<td>If no, please explain:</td>
</tr>
<tr>
<td>Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.</td>
<td>☐ Yes or ☐ No</td>
<td></td>
</tr>
<tr>
<td>Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.</td>
<td>☐ Yes or ☐ No</td>
<td></td>
</tr>
<tr>
<td>Providing a minimum of five (5) days written notice to known qualified LMWBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited.</td>
<td>☐ Yes or ☐ No</td>
<td></td>
</tr>
<tr>
<td>Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered.</td>
<td>Please explain efforts:</td>
<td></td>
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</tbody>
</table>
BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFQ/RFP C18-24- SOLICITATION FORM 9

LOCAL AND MWBE DEVELOPMENT DOCUMENTATION

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

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Person &amp; Date Contacted</th>
<th>Telephone # &amp; Email Address</th>
<th>Type of Services</th>
<th>Method of Communication</th>
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Note: Please 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 __________________________, 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 9.”*
BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFQ/RFP C18-24- SOLICITATION FORM 10

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

\{ \}
Sole Proprietorship

\{ \}
Partnership *

\{ \}
Limited Liability Partnership

\{ \}
Joint Venture *

\{ \}
Limited Liability Corporation

\{ \}
Other

*If the Offeror is a partnership or joint venture, please attach to this Form (Form 10) 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 2):

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 license, which must be identical to that name entered above and on the CERTIFICATION FORM (Form 2). 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.

The Offeror must meet certain minimum insurance requirements at the time a statement of Qualifications is submitted. Attach to this Form written insurance certificates of current existing policies and coverages, and attach also a letter from insurer and bonding companies stating that the Offeror can provide the required limits of insurance and meet the bonding requirements specified by this RFQ pending award of a contract.

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

Full Name: ________________________________ License Number: __________________________

Name, Title ________________________________ Authorized Signature __________________________

Date __________________________

Company ________________________________

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

My Commission Expires: ________________________________ Notary Public;

Attachments to this form must be marked clearly on each page with the words, “Attachment to Form 10.”

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

Solicitation Form 10

RFQ/RFP C18-24 Statements of Qualifications for Design Professional Services for Groves High School Campus Master Planning Project | Page 35
STATEMENT OF ACTIVE PARTICIPATION IN SCCPSS SCHOOLS

The Board of Education encourages Design 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.

List below current and planned activities which support SCCPSS schools.

<table>
<thead>
<tr>
<th>School</th>
<th>Business and/or Individual Name</th>
<th>Date(s)</th>
<th>Activity</th>
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Solicitation Form 11
In an effort to make the procurement of goods and services for the School District as competitive as possible, we are soliciting information from contractors and/or vendors who cannot bid. Your responsiveness and constructive comments will be appreciated.

Completion of this form will assist us in evaluating factors which relate to the competitiveness of our bids. Please check any of the boxes below which may apply. Please explain any issues that you feel needs to be addressed.

- Specifications- Restrictive, too "tight", unclear, specialty item, geared toward one (1) brand or manufacturer only. (Please explain in detail below).
- Manufacturing- Unique item, production time for model has expired, etc.
- Bid Time- Insufficient time to properly respond to bid or proposal.
- Delivery Time- Specified delivery time cannot be met.
- Payment - Payment terms unacceptable. (Please be specific)
- Bonding - We are unable to meet bonding requirements.
- Insurance - We are unable to meet insurance requirements.
- Removal - Remove our firm from your bidders list for the particular commodity or service.
- Keep - Please keep our company on your bidders list for future reference.
- Project is: _____/ Too Large _____/ Too Small _____/ Site or Location is Too Distant
- Miscellaneous - Do not wish to bid, do not handle this type of item(s) or services, unable to compete, Contract clauses are unacceptable, etc. (Please be specific)

VENDOR STATEMENT:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

CONSTRUCTION PROJECTS ONLY: Our Company is interested in this project as a:
- Prime Contractor
- Sub-Contractor
- Supplier/Distributor

________________________________________________________________________
Signature/Title

________________________________________________________________________
Company Name

________________________________________________________________________
Telephone Number