

# **CARROLL COUNTY SCHOOL SYSTEM**

## **REQUEST FOR PROPOSAL FOR NEW CONSTRUCTION OF: VILLA RICA HIGH SCHOOL FOOTBALL STADIUM AND TEMPLE MIDDLE SCHOOL TRACK AND ATHLETIC FIELDS**

### **GENERAL REQUIREMENTS**

#### **CM Responsibility**

The selected CM will be required to assume total responsibility for all services offered in his/her proposal. The selected CM will be considered the prime contractor and the sole point of contact with regard to all contractual matters. Carroll County Schools looks for the CM to seek at least three bids for each bid package (work category), exclusive of the CM's guaranteed maximum price for the individual bid packages (work categories). The CM will not perform any portion of the project with its own forces except as may be mutually agreed to by the owner and the CM and as allowed by the Georgia Department of Education. The CM shall be required to submit a GMP for each bid package (work category) to Carroll County School System prior to the opening of subcontractor bids. All subcontractor bids shall be opened in a location designated by the Carroll County School System and all subcontractor bids shall be opened in the presence of a representative of the Carroll County School System. Individual trade contracts will be between the CM and the Trade Contractors, subject to school system approval.

The CM agrees to perform all work in compliance with O.C.G.A.13-10-91, Georgia Security and Immigration Compliance Act. The CM shall state affirmatively that the individual, firm, or corporation which is contracting with the Carroll County School System, has registered with and is participating in a federal work authorization program using any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The CM further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with CCSS, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Carroll County School System at the time the subcontractor(s) is retained to perform such service.

The CM also agrees to perform all work in compliance with O.C.G.A. 50-36-1 Systematic Alien Verification for Entitlements (SAVE) program. The CM agrees that, should it employ or contract with any subcontractor(s) pursuant to this contract with CCSS, the CM will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 50-36-1. The CM also agrees to provide verification of compliance with executed affidavits available on the Department of Audits and Accounts website at, [http://www.audits.ga.gov/NALGAD/Files/OCGA\\_50-36-1xex2x/pdf](http://www.audits.ga.gov/NALGAD/Files/OCGA_50-36-1xex2x/pdf). The CM further agrees to maintain records of such compliance and provide a copy of each such verification to the Carroll County School System at the time the subcontractor(s) is retained to perform such service.”

## **Required Bonds and Insurance**

Prior to the award of a GMP contract, the CM shall provide the school system with a 100 percent Performance and Payment Bond from a bonding institution listed in the current edition of the Federal Register as a surety for its faithful performance of this contract. Bonds must be kept in force for the duration of the contract; and, executed by a resident agent of the State of Georgia; and, be in compliance with Georgia Revised Statutes.

All insurance must be occurrence based coverage. The Carroll County School System shall be named as additional insured. All insurance will be primary to any insurance maintained by the Carroll County School System.

To adequately protect the interests of the school system, the successful respondent shall procure, and maintain in effect during the life of the agreement, the following insurance coverage:

1. Worker’s Compensation:
  - a. State: Statutory
  - b. Employer’s Liability:
    1. Each Accident: \$500,000
    2. Disease Policy Limit: \$500,000
    3. Disease Each Employee: \$500,000
2. Comprehensive General Liability, including Premises-Operations; Independent Contractor’s Protective; Products and completed Operations; Broad Form Property Damage; X-C/U Explosion, Collapse and Underground Coverage.
  - a. General Aggregate: \$2,000,000
  - b. Products and Completed Operations Aggregate: \$2,000,000
  - c. Products and Completed Operations – Each Occurrence: \$1,000,000
  - d. Personal and Advertising Injury: \$1,000,000
  - e. Fire Damage – Any One Event: \$100,000
3. Comprehensive Automobile Liability
  - a. Combined Single Limit: \$1,000,000
4. Umbrella Excess Liability
  - a. General Aggregate: \$1,000,000
  - b. Products and Completed Operations Aggregate: \$1,000,000
  - c. Products and Completed Operations – Each Occurrence: \$1,000,000
  - d. Personal and Advertising Injury: \$1,000,000

5. Completed Value/Builders Risk including interests of the Owner, Contractor, Subcontractors and Sub-subcontractors and covering the entire project including materials stored off site and materials in transit.

Evidence of required bonds and insurance shall be presented prior to the execution of a GMP contract. The required bond shall be indicated as a single line item on the CMs GMP breakdown, and the bonding amount shall be adjusted by change order when all contract cost are established by procurement of subcontract bids. Insurance policies to be carried under the agreement shall not be changed, canceled, or allowed to expire without thirty (30) days prior written notification to the school system.

Should the CM elect to require certain subcontractors to provide Performance Bonds and Labor and Material Payment Bonds, the cost of these subcontractor provided bonds shall be the responsibility of the CM and shall not be included in the GMP. The cost of these subcontractor provided bonds shall be itemized as a separate line item on the subcontractor's bid form.

### **Taxes, Fees, Code Compliance and Licensing**

The CM shall be responsible for the payment of any required taxes or fees associated with the execution of a GMP contract. The CM shall also be responsible for compliance with all applicable codes and statutes. All installation and construction work shall be done by sub- contractors licensed in the State of Georgia.

### **Payment**

CM shall submit monthly payment applications using AIA G702 and AIA G703 Continuation Sheets in addition to Georgia State Department of Education DE Form 0263, July 1982 Edition.

The CM shall hold harmless and indemnify the Owner, the Architect, and other design consultants against all claims, suits, actions, costs, council fees, expenses, damages and/or judgments in decrees by reason of persons or property being damaged or injured by the CM or any of the CM employees/subcontractors in any capacity during the progress of the work, whether by negligence or otherwise.

## **REPRESENTATIVE SERVICES TO BE PROVIDED BY THE CM**

### **Project Planning**

1. Evaluate preliminary documents for constructability, value opportunities and scheduling at each phase of design.
2. Participate and assist in planning meetings.
3. Provide estimates at the Construction Document phase and an estimated monthly construction payment schedule to assist the owner with financial budgets.
4. Conduct a Value Engineering review, including Life Cycle Cost, and evaluations for alternate materials and systems.
5. Prepare and submit cash flow analysis to Owner.

### **Bidding and Awarding Phase**

1. Separate construction work into appropriate work categories (See attachment 1; page 11).
2. Develop requirements to assure time, cost, and quality control during construction.
3. Provide an estimated construction schedule for issuance with the bid package.
4. Identify bidders and generate bidder interest. Maintain a list of firms contacted and dates of contact for review by the Owner.
5. Schedule and conduct pre-bid conferences in conjunction with the architect and representatives from the School System.
6. Advertise and distribute bidding documents.
7. Assist in development of necessary addenda and distributing of these addenda to known bidders.
8. Monitor bidder activity.
9. Review and analyze bids and recommend awards.
10. Collect executed contracts, purchase orders, affidavits of assurance, insurance certificates, and performance and payment bonds and distribute copies to Owner, Architect and contractors.
11. Update schedule.
12. Assist in Pre-Construction meetings.

### **Construction Phase**

1. Maintain staff for construction management to include an on-site superintendent. Superintendent shall have supervised past projects of equal size and scope and have excellent performance references from the owners for a minimum of three (3) projects within a period of five (5) years maximum. CM shall submit his proposed superintendent/superintendents and references for review by the Owner and Architect with this proposal.
2. Mobilization of job site – Provide and maintain a fully equipped project office facility on-site to perform all required CM duties and meetings and coordination of on-site temporary facilities.
3. Assure timely procurement of all required permits.

4. Establish and maintain coordination procedures.
5. Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction, and occupancy.
6. Conduct and record weekly job progress meetings following a CM generated agenda with the Architect, Owner and all active trades, and follow-up with distribution of minutes to all parties.
7. Coordinate and log all request for information (RFI's).
8. Maintain a daily log of jobsite activities.
9. Prepare and submit change order documentation for review and approval by the architect and School System. Review change order proposals to verify validity, purpose, and cost.
10. Maintain a system for review and approval of shop drawings.
11. Maintain written and photographic records and submit routine reports to the architect and School System.
12. Maintain quality control and ensure conformity to contract documents.
13. Establish and maintain a jobsite safety program.
14. Provide cost control through progress payment review and verification according to the approved schedule and contract amounts.
15. Provide coordination of post completion activities, including the assembly of guarantees, manuals and the owner's final acceptance.
16. Coordinate and assure timely completion of final punch list.
17. Compile as-built drawings **throughout construction.**
18. Assemble close-out documents and forward to Architect for approval.
19. Coordinate any training specified for Owner's personnel.
20. Provide all services listed under "General Conditions" in Attachment 2.

### **Post Occupancy Phase**

1. Implement and coordinate the one (1) year warranty and one (1) year warranty inspection.
2. Respond to request for corrections for work items found not to be installed correctly.
3. Respond to warranty related request.
4. Assist in post-construction review of the facility.

## **SELECTION PROCESS**

The services being sought under the RFP are considered professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the responding firms and will result in an award that is in the best interest of the School System. Evaluations will be performed by a committee. The following is a summary of the selection process:

### **Proposal Evaluation**

Interested CM's responding to this proposal request must provide the information required to meet the criteria contained in "Response Format and Contents". The evaluation committee will evaluate submittals and choose the most highly qualified CM. The following criteria will be considered in choosing the most highly qualified CM:

1. Firm History and Information
2. Relevant Experience & References
3. Financial Information
4. Project Approach
5. Claims History
6. Fee Structure

### **Negotiation and Signing of Contract**

Upon completion of proposal evaluations and the determination that the project is feasible and acceptable to the Carroll County Board of Education, a modified AIA A133 contract without Mandatory Amendment #1 will be executed between the selected CM and the School System. A GMP will be prepared by the CM and shall incorporate all costs incurred by the CM for each phase or phases associated with the projects. The GMP shall be submitted to the school system and shall include a preliminary schedule of values, a preliminary schedule of work category bid packages and a preliminary monthly cash flow chart. Upon agreement by all parties on the GMP, and acceptance of the GMP by the Board of Education, the Mandatory Amendment #1 will be completed, signed and attached to the contract and shall constitute the full contract for the projects. Upon completion of Mandatory Amendment #1, procurement of subcontract bids will commence. In the event a GMP cannot be agreed upon by all parties, the CM will receive no compensation for pre-construction services.

## RESPONSE FORMAT AND CONTENTS

### General Information

Responses must be submitted in the format outlined in this section. Each response will be reviewed to determine if it is complete prior to actual evaluation. Failure to provide accurate, up-to-date responses to any and all portions of the RFP may result in disqualification without prejudice. The school system reserves the right to eliminate from further consideration any responses that are deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the school system is that all responses follow the same format in order to evaluate each response fairly. The school system may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided.

Proposals will be evaluated in light of the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred.

Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed, it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFP.

Proposals may be modified or withdrawn by written notice received prior to deadline for receipt of proposals. A proposal also may be withdrawn in person by a proposer or his authorized representative, provided his identity is made known and he signs a receipt for the proposal, but only if the withdrawal is made prior to the deadline set for receipt of proposals.

The proposal form (Attachment 6) shall be signed by such an officer, member, or person as is duly authorized to bind the CM to a contract.

Each respondent shall provide the school system with **six (6)** copies of his/her response. Begin each section and subsection as described herein on a separate page. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly across the bottom of each page.

Submission of a response authorizes the school system to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the school system.

Questions that arise prior to the proposal submittal date shall be submitted in writing to both the school system and the architect.

## **Proposal Format**

### **Firm History & Information (10%)**

Briefly describe your firm's organizational structure and history. Include the following information:

- Cover letter [limited to two (2) letter-size pages] at the beginning of the proposal. The cover letter shall include a project title, CM information (including name, address, e-mail address, and telephone and fax number), names, email addresses and telephone and fax numbers of persons authorized to provide any clarifications required. The letter should express your organizations commitment to the following topics:
- Why you believe your firm is aptly suited to perform Construction Management services for CCSS.
- What specific qualities/attributes you and your firm possess that would enable you to meet the school system's educational specifications and high expectations of service in a superior manner.
- Identify specific instances where other school districts have benefited as a result of your association with their construction program.
- Comment on your firm's qualifications, including general information and brief history of the firm, including a chronology of the firm's origin through its current status and any changes in ownership or locale since its inception.
- Furnish an organizational chart for your firm specifically indicating those who will be involved in this program, the length of time that the current management team has been with the firm and the amount of involvement that senior management will devote to this project.
- Each respondent shall attach a project staffing plan including the following:
  - A project organization chart showing a graphic representation of the participants listed as members of the project team and their responsibilities in the program.
  - Initial staffing showing the percentage of time each staff member is to be assigned to the project team.
  - A one-page resume including education, experience and any other pertinent information shall be included for each team member assigned to the projects.
  - A list of relevant projects that each team members has participated in during the past five (5) years. Indicate the team member's title and reference contact for each project.
  - Describe your method of prequalifying and generating interest from qualified subcontractors.

### **Relevant Experience/References (30%)**

Provide a list of all relative and similar projects completed in the past ten (10) years within the State of Georgia. Specifically list projects done for the Carroll County School System in the past ten (10) years. Fill out attachment #4 for each project done, and turn it in with your proposal. Also identify any recently completed Construction Management at Risk projects on the list. Include the following information:

- Project name and location
- General description (new construction, addition, renovation)
- Project delivery method

- Project's original budget and final cost
- Percentage of change orders
- Project's total square footage
- Project's cost per square foot (indicate if \$/sf includes sitework)
- Project start and completion dates
- Scheduled duration vs. actual completion time
- Individuals within your firm who were involved in the project.
- Owner's contact information
- Project architect's contact information

Also submit at least three (3) references with the following information:

Name:

Employer:

Position:

Phone Number:

Email:

### **Financial Information (10%)**

Provide a **complete audit report** for the firm, or firms, in the case of a joint venture (a review report is not acceptable. The financial statement must be within **6 months** of year end, but in no case more than **18 months** old. A review report or financial statements without the complete audit report is not acceptable.

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

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

### **Project Approach (10%)**

Provide a brief outline and description of your firm's approach for these projects. The description should include, at a minimum, your approach to the following topics:

1. Pre-Construction Services
  - a. Constructability Review
  - b. Cost Control
  - c. Generating Bidder Interest
  - d. Subcontractor and Material Supplier Qualifications
  - e. Value Engineering
2. Schedule Control

- a. Include a preliminary schedule for this project including pre and post construction activities.
  - b. Schedule Recovery
3. Budget
  - a. Change Order Management
4. Safety Program
5. Quality Control
6. Post Completion Activities

Briefly describe your greatest concern regarding delivery of these projects.

**Claims History (10%)**

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

**Fee Structure (30%)**

Contractor shall stipulate a percentage fee for General Conditions on Attachment 2, and a percentage fee for Overhead and Profit on Attachment 3. **Submit Attachments 2 and 3 and the completed "Contractor Cost Proposal Summary", in a separate sealed envelope with your proposal.**

Fees for General Conditions not itemized in the schedule of values and Overhead and Profit shall be billed as a percentage of the total project completion.

**ESTIMATED WORK CATEGORIES**

Selective Demolition  
Sitework, Grading, Storm Drainage, Erosion Control, Grassing, Tree Protection  
Termite Control  
Site Concrete & Asphalt Paving  
Chain Link Fence  
Athletic Turf Fields  
Athletic Track Surfaces  
Cast-in-place Concrete  
Cast Stone and Unit Masonry  
Structural & Miscellaneous Steel  
Metal Stair & Railing  
Rough Carpentry  
Architectural Woodwork  
Building Insulation  
TPO Membrane Roofing  
Hollow Metal Doors & Frames  
Wood Doors  
Fiberglass Reinforced Doors  
Overhead Coiling Doors  
Door Hardware  
Glass & Glazing  
Drywall /Acoustical Ceiling  
Hard Tile  
Resilient Flooring  
Painting and Joint Sealant  
Signage  
Metal Lockers  
Manufactured Canopy Covers  
Toilet and Bath Accessories  
Door (Dock) Bumpers  
Food Service Equipment  
Stadium/ Bleacher Seating  
Plumbing, Site Utilities  
Fire Protection  
HVAC  
Electrical System (Including low voltage systems)  
Athletic Lighting Systems and Sound System.

**CONSTRUCTION MANAGEMENT SERVICES  
FEE STRUCTURE**

| <b>PROJECT COST MATRIX</b>   |                        |   |              |       |
|--|------------------------|---|--------------|-------|
| <i>All items marked Pre-Con or Const. Services must be included in your fee if you seek payment for these items. However, it is not required that you provide each item. The GM/GC will use its common practices to determine which items are necessary for the execution of the work.</i> |                        |   |              |       |
| <b>Carroll County School System</b>  |                        |   |              |       |
| Office Expense   | In Pre-Const. Services | Construction Management Services within fee | Cost of Work | Owner |
| CM Field Office, Furniture & Furnishings   |                        | <b>X</b>                                    |              |       |
| Office Supplies - Preconst.  | <b>X</b>               |   |              |       |
| Office Supplies  |                        | <b>X</b>                                    |              |       |
| Field Office Equipment & Maintenance   |                        | <b>X</b>                                    |              |       |
| Owner/Arch Office, Equipment & Utilities   |                        | <b>X</b>                                    |              |       |
| Jobsite Radios/Beepers/Cell phones   |                        | <b>X</b>                                    |              |       |
| Copy Machine & Maintenance – Preconst.   | <b>X</b>               |   |              |       |
| Copy Machine & Maintenance   |                        | <b>X</b>                                    |              |       |
| Computers, Usage, Software & Maintenance – Preconst.   | <b>X</b>               |   |              |       |
| Computers, Usage, Software & Maintenance   |                        | <b>X</b>                                    |              |       |
| Fax Machine & Service  |                        | <b>X</b>                                    |              |       |
| Field Office Telephone   |                        | <b>X</b>                                    |              |       |
| Long Distance - Preconst.  | <b>X</b>               |   |              |       |
| Long Distance/Local, All   |                        | <b>X</b>                                    |              |       |
| Office Janitorial  |                        | <b>X</b>                                    |              |       |
| Postage & Expressage - Preconst.   | <b>X</b>               |   |              |       |
| Postage & Expressage   |                        | <b>X</b>                                    |              |       |
| Plans & Specifications ( All printing of plans and specifications)   |                        | <b>X</b>                                    |              |       |
| Scheduling Expenses  |                        | <b>X</b>                                    |              |       |
| Construction Photos & Supplies   |                        | <b>X</b>                                    |              |       |
| Personal Relocation Expenses and Temporary Housing   |                        | <b>X</b>                                    |              |       |

|  |                        |   |              |       |
|--|------------------------|---|--------------|-------|
| Job Travel, All  |                        | X   |              |       |
| Project Meetings   |                        | X   |              |       |
| Construction Trade Training Programs   |                        | X   |              |       |
| Record Drawings (As Built)   |                        | X   |              |       |
| Advertising (for bids)   |                        |   | X            |       |
| Messenger/Runner/Courier   |                        |   | X            |       |
| Audit (If Required)  |                        | X   |              |       |
| Records Storage  |                        | X   |              |       |
| Public Information Program   |                        | X   |              |       |
| Testing, Inspection & Quality Control  | In Pre-Const. Services | Construction Management Services within fee | Cost of Work | Owner |
| Testing Laboratory Services  |                        |   |              | X     |
| Soils Testing & Inspection   |                        |   |              | X     |
| Concrete Testing & Inspections   |                        |   |              | X     |
| QC/QA Manager  |                        | X   |              |       |
| Provide NPDES storm water monitoring and maintenance of sediment control associated with construction activity. Include all fines incurred from authorities having jurisdiction. |                        | X   |              |       |
| Taxes/Insurance/Fees   | In Pre-Const. Services | Construction Management Services within fee | Cost of Work | Owner |
| File and obtain permits from authorities having jurisdiction. Coordinate and schedule inspection. (Fees to authorities having jurisdiction shall be paid by the Owner)           |                        | X   |              |       |
| Building Permits Fees  |                        |   |              | X     |
| Special Permits, Licenses, Fees  |                        | X   |              |       |
| Utility Connection Fees  |                        |   |              | X     |
| Operational Permits  |                        | X   |              |       |
| Easements  |                        |   |              | X     |
| Impact Fees  |                        |   |              | X     |
| Builder's Risk Insurance   |                        | X   |              |       |

|  |                        |   |              |       |
|--|------------------------|---|--------------|-------|
| Insurance Deductibles  |                        | X   |              |       |
| Owner's & Contractor's Protective Insurance  |                        | X   |              |       |
| General Liability & Umbrella Insurance for Project   |                        | X   |              |       |
| Miscellaneous Insurance  |                        | X   |              |       |
| Sales, Use and Gross Receipts Taxes  |                        | X   |              |       |
| Performance & Payment Bonds (bonding of subcontractors will not be allowed without owner and architect approval.)  |                        | X   |              |       |
| Cost of Temporary Services. Cost if temporary and permanent services . Includes electrical, water, sanitary, and security until owner takes beneficial occupancy.                  |                        | X   |              |       |
| OHSA, Fines, and Penalties incurred  |                        | X   |              |       |
| Construction Managers own legal fees and expenses  |                        | X   |              |       |
| Construction Management Labor  | In Pre-Const. Services | Construction Management Services within fee | Cost of Work | Owner |
| Payroll Tax Fringes on Division of labor   | X                      | X   |              |       |
| Worker's Compensation Insurance  | X                      | X   |              |       |
| Pre-const. Management Labor  | X                      |   |              |       |
| Const. Management Labor  |                        | X   |              |       |
| Safety Officer   |                        | X   |              |       |
| General Conditions Labor   |                        |   |              |       |
| Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, and the Owner's final acceptance.                              |                        | X   |              |       |
| Conduct, record, and complete preliminary deficiency list prior to issuance of Architect's deficiency list. Coordinate and monitor the resolution of all deficiency items.         |                        | X   |              |       |
| Coordinate, monitor and resolve all warranty complaints and latent deficiencies to the satisfaction of the Owner and the Using Agency during the one-year general warranty period. |                        | X   |              |       |
| Fees   | In Pre-Const. Services | Construction Management Services within     | Cost of Work | Owner |

|  |                        | fee   |              |       |
|--|------------------------|---|--------------|-------|
| CM Fees (Separately proposed)  |                        |   |              |       |
| Legal Fees   |                        | X   |              |       |
| Construction Equipment & Tools   | In Pre-Const. Services | Construction Management Services within fee | Cost of Work | Owner |
| Engineering equipment including transits and levels  |                        | X   |              |       |
| Field Engineering  |                        |   | X            |       |
| Layout Crew, and Exterior  |                        | X   |              |       |
| Engineering Supplies   |                        | X   |              |       |
| Layout/Batterboards  |                        |   | X            |       |
| Licensed Survey Layout, Baseline, and benchmarks   |                        | X   |              |       |
| Site Surveys & Soils Reports   |                        |   |              | X     |
| Temporary Sanitation Facilities  |                        | X   |              |       |
| Temporary storage and protection of materials including Owner purchased items with approved purchase orders.   |                        | X   |              |       |
| Dump trucks, rubber tire loaders, sweeps, small tools, and supplies, including dump fees for site clean up, general site and ongoing site and job cleanup. |                        | X   |              |       |
| Provide portable construction heat and lighting as required.   |                        | X   |              |       |
| Financially responsible for all utilities to the project until the authority having jurisdiction provides temporary permit/certificate of occupancy.       |                        | X   |              |       |
| Permanent Construction   | In Pre-Const. Services | Construction Management Services within fee | Cost of Work | Owner |
| Trade Contract Cost  |                        |   | X            |       |
| Self-Perform Labor & Materials   |                        |   | X            |       |
| Materials Incorporated into the Work   |                        |   | X            |       |

|   |  |                 |  |  |
|---|--|-----------------|--|--|
| <p>Corrective Work : Punch list work and warranty work within the "cost of work" coordinating all corrective work during construction and after Owner's acceptance shall be within construction management services. It is the CM/GC responsibility within the fee to complete any item not performed by subcontractor.</p> |  | <p><b>x</b></p> |  |  |
|---|--|-----------------|--|--|

**Total General Conditions:** \_\_\_\_\_% (please do not extend % beyond 2 decimal points)

**CONSTRUCTION MANAGEMENT SERVICES  
FEE STRUCTURE**

**Overhead and Profit\*** \_\_\_\_\_% (Please do not extend % beyond two decimal points)

**Alternates and Change Orders**

1. Any CM fee for alternates accepted by the Owner shall be paid using the percentage stipulated herein.
2. Change Orders will only be considered on Owner requested changes and unforeseeable conditions. For all executed change orders (changes in the work), the contract sum and CM Fee shall be as specified in AIA A201 – 2007 General Conditions, Article 7. Delete from paragraph 7.3.7 the words “the Agreement, or if no such amount is set forth in the agreement, a reasonable amount” and insert the following paragraph 7.3.7.6 and subparagraphs .a, .b, .c, .d, .e and .f to 7.3.7:
  - A. 7.3.7.6 In paragraphs 7.3.3 and 7.3.7, the allowance for overhead and profit combined, included in the total cost to the Owner shall be based on the following:
    1. 7.3.7.6.a For the Construction Manager, for any work performed by his forces, that percentage for overhead and profit as stated in the Construction Manager at Risk Proposal Form.
    2. 7.3.7.6.b For the Construction Manager, for any work performed by his subcontractors, that percentage for overhead and profit as stated in the Construction Manager at Risk Proposal Form.
    3. 7.3.7.6.c For each subcontractor involved, for any work performed by his own forces, fifteen percent (15%) of the subcontractor’s cost.
    4. 7.3.7.6.d Overhead and profit is to be applied to only those costs identified in paragraphs 7.3.7.1 thru 7.3.7.5.
    5. 7.3.7.6.e In order to facilitate checking and verification of change order proposals for both increases and decreases in the contract amount, all change order proposals shall be accompanied by a complete cost breakdown of the items in 7.3.7.1 thru 7.3.7.5 for both the Construction Manager and the subcontractors.
    6. 7.3.7.6.f The only allowable mark-up for the cost of changes in the Work shall be for overhead and profit as stated in subparagraphs 7.3.7.6.a, 7.3.7.6.b and 7.3.7.6.c.

**Relevant Experience**

Name of Facility: \_\_\_\_\_

Total Square Footage: \_\_\_\_\_

Construction Delivery Method \_\_\_\_\_

Construction Cost: \_\_\_\_\_

Number of Change Orders: \_\_\_\_\_

Total Cost of Change Orders: \_\_\_\_\_

Duration of Project: \_\_\_\_\_

Date Substantial Completion Issued: \_\_\_\_\_

Project Manager and Job Site Superintendent: \_\_\_\_\_

Mechanical Subcontractor: \_\_\_\_\_

Plumbing Subcontractor: \_\_\_\_\_

Electrical Subcontractor: \_\_\_\_\_

Grading Subcontractor: \_\_\_\_\_

**CARROLL COUNTY SCHOOL SYSTEM  
SAMPLE RATING CHART**

**Project:**

| <u>Item</u> | <u>Description</u>                        | <u>%</u>    | <u>Company X<br/>Rank/Score</u> | <u>Company Y<br/>Rank/Score</u> | <u>Company Z<br/>Rank/Score</u> |
|-------------|---|-------------|---------------------------------|---------------------------------|---------------------------------|
| 1.          | <b>Firm History &amp; Capability</b>      | <b>10%</b>  |                                 |                                 |                                 |
| 2.          | <b>Relevant<br/>Experience/References</b> | <b>30%</b>  |                                 |                                 |                                 |
| 3.          | <b>Financial Information</b>              | <b>10%</b>  |                                 |                                 |                                 |
| 4.          | <b>Project Approach</b>                   | <b>10%</b>  |                                 |                                 |                                 |
| 5.          | <b>Claims History</b>                     | <b>10%</b>  |                                 |                                 |                                 |
| 6.          | <b>Total Project Fee*</b>                 | <b>30%</b>  |                                 |                                 |                                 |
|             | <b>TOTAL</b>                              | <b>100%</b> |                                 |                                 |                                 |

\*For evaluation purposes, Total Project Fee is based on:  
((General Conditions %) + (O/H & Profit %)) x (Construction Budget).

**ANTICIPATED DESIGN SCHEDULE & CONSTRUCTION PHASING**

New Construction of: Villa Rica High School Stadium and Temple Middle School Track

|   |                 |
|---|-----------------|
| Final Documents/ Advertise for Subcontractor Bids | September, 2020 |
| Projected Bid date                                | October, 2020   |
| Begin Construction                                | December, 2020  |
| Substantial Completion                            | July 31, 2020   |

**CERTIFICATION OF INFORMATION PROVIDED**

The information provided herein is accurate to the best of my knowledge and can be accepted by the recipient as a true representation of:

Firm Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_