



City of Locust Grove, Georgia

Request for Proposals

To Provide

Construction Management at-Risk Services

For

Public Safety Building

City of Locust Grove, Georgia

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REQUEST FOR PROPOSALS

Construction Management at-Risk Services Public Safety Building

The City of Locust Grove, Georgia, as “Owner, is seeking Qualifications and Proposals from firms interested in providing construction management at-risk services for a project known as **Locust Grove Public Safety Building**. This Request for Proposal (RFP) seeks to identify the most qualified provider of the above-mentioned services. The City of Locust Grove reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at the discretion of the owner.

Restriction of Communication: From the issue date of this (RFP) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate for any reason with any members of the Selection Committee, the Using Agencies, the End-User, or the Architect, except for submission of questions as instructed in the RFP, or during the proposer's conference, or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the qualifications/proposal of the offending proposer.

1. GENERAL PROJECT INFORMATION

Project Description

The project involves the construction of a two-story, 18,219 square feet, public safety building on a site adjacent to the City of Locust Grove existing City Hall. The scope of work will include site preparation, concrete foundations, mechanical, electrical, plumbing and security systems, structural, building shell and interior finishes. The construction manager (CM/GC) is expected to participate with a team that includes the owner and architect to successfully deliver the project on budget and on schedule.

Project Delivery Method

The delivery method for this Project is construction manager at-risk (CM/GC), and, where the City has employed the services of Clark Patterson Lee (architect and design professional) to work with the CM/GC.

Project Budget

The preliminary stated Construction Budget for the Project is expected to range between \$3,000,000 to \$4,000,000, which includes site development and is inclusive of management fee. The final Budget may differ due to actual program requirements, funding, and other circumstances.

Project Schedule

The Design Professional's services have commenced with construction documents anticipated to be completed in March 2015. Site Construction Documents are planned to be complete in early March 2015 with a desired construction start in April, 2015. *(Note: All of the dates indicated in this section are estimates and as such are subject to change.)*

CM/GC Services

The prospective CM/GC will provide preconstruction services which may include technical review, cost verification, cost evaluation, value engineering, schedule development, and schedule evaluation, in addition to management of the construction. The CM/GC will be expected to work collaboratively with the Design Professional to develop separate bid packages during the course of construction. In addition, CM/GC will be responsible for methods of construction, safety, and the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its predetermined budget and schedule. The successful CM/GC will be required to work harmoniously with the Design Professional and Owner.

Selection Committee

The Selection Committee as defined herein consists of the following: the Mayor, the City Manager, the Police Chief, the Community Development Director, and a council member to be named to serve on the committee

as well as another council member as alternate. The Selection Committee will also be the Owner's Oversight Committee.

2. CONTRACT INFORMATION

Upon award, the successful CM/GC firm will be provided with a schedule for receiving partially complete design documents (% of anticipated completion will be communicated to proposers prior to their submission of project proposals). The CM/GC firm will assume responsibility for cost of the project construction by issuing a guaranteed maximum price (GMP) based on the design documents, with the support and assistance of the Design Professional. The CM/GC will commit to a Guaranteed Maximum Price (GMP) for all construction and site development. The GMP will be a contractual obligation. The CM/GC will also develop an overall project schedule, which will also be a contractual obligation. The CM/GC will function as a CM-At-Risk (CM/GC). During Pre-Construction, the CM/GC will be responsible for pricing, value engineering, and maintainability and constructability issues. Construction will commence with the release of distinct work packages based on the design documents. The CM/GC shall competitively select all construction subcontracts and other work appropriate for competitive selection using cost and other factors. The contract format will be an AIA 133 *Actual Cost plus a Fixed Fee not to exceed the Guaranteed Maximum Price (GMP) Agreement*. The Project will be *Open-Book*. All savings, including unused contingency, will be returned to the Owner. The contract will include a liquidated damages provision and for projects of this scope will typically be in the **\$300-\$400** per day range although the actual amount may vary. The selected firm will be requested to enter into a Construction Management Agreement with the City of Locust Grove.

3. SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are prevailing times in Atlanta. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

SCHEDULE		
a. Owner issues RFP	2/03/15	
b. Owner conducts Mandatory Pre-Proposal Site Visit	2/12/15*	11:00 AM
c. Deadline for submission of written questions and requests for clarification	2/19/15*	2:00 PM
d. Deadline for submission of Project Proposals	3/05/15	2:00 PM
e. Owner interviews finalist CM/GC firms and Fee Proposals due	3/13/15	TBA

*** In the event of inclement weather that closes or cancels City Hall operations as defined by a snow/ice event or other type of weather event that results in a State of Emergency declaration by the Governor of Georgia covering the Atlanta Region, the mandatory pre-proposal site visit will be rescheduled.**

4. PRE-PROPOSAL SITE VISIT

A pre-proposal site visit will be conducted by the Owner and will be mandatory. The date for the site visit will be as listed above. The site visitors will convene at the Locust Grove City Hall, 3644 Highway 42 in Locust Grove, Georgia 30248. Additional information, possibly including some program, plans and drawings, may be available at the site visit. ***The Owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the site visit by the scheduled time. Failure to attend a mandatory site visit will automatically result in disqualification from the selection process.***

5. SELECTION PROCESS

Minimum Qualifications Required

- The CM/GC firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority (See Exhibit A).
- The firm or its principals have not been terminated for cause or currently in default on any public works contract (See Exhibit A).
- Firm must have sufficient bonding capacity for anticipated total cost of work (\$5,000,000.00). Only those sureties listed in the Department of Treasury's Listing of Approved Sureties (Department Circular 570) are acceptable to the Owner. At the time of issuance, all insurance and bonds must be issued by a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. Such company shall be an insurer (or, are qualified self-insurers or group self-insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A-" or better and an A.M. Best Financial Size Category of Class V or larger.
- Firm must have a current Contractor's Public Liability Insurance policy, and must be insurable in the following amounts: Bodily injury, including death- limits of \$1,000,000 for each accident. Property damage- limits of \$2,000,000 for each accident and \$10,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual contract.)
- Firms must have all necessary, valid and current licenses to do business in the State of Georgia.
- Firm must demonstrate sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher.
- The firm must demonstrate a commitment to safety with regard to Worker's Compensation by having a current Experience Modification Rating (EMR) of 1.2 or less.

The Selection Committee will then evaluate the submittals which have met the above minimum qualifications. Criteria for the evaluation are listed below:

Criteria for the evaluation of Project Proposals:

- 15% Factor Relevance of the Experience and Qualifications of the Proposed Project Team to this project including: Experience of the project manager and superintendent working together on past similar projects; past experience of the team working together with the selected Design Professional; assigned team's experience with projects of similar facility size, type, and complexity; assigned team's experience with effective budget control; assigned team's experience with effective schedule control; availability of the proposed team for this project.
- 10% Factor Previous performance 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 preconstruction and construction, the firm's control of construction quality and budget. The Owner will use references from stakeholders of the Owner's choosing from previous projects of the finalists, among other information as necessary.
- 25% Factor Quality of proposed Management Plan, including: The firm's cost management plan; firm's schedule management plan during design and construction; firm's approach for managing changes within the stated cost and schedule limitations; firm's approach for competitively administering and evaluating bid packages; the firm's subcontractor management plan; the firm's quality assurance program and plan; the firm's close-out plan; the firm's work force plan; the firm's safety plan and site logistics plan for proposed project.

Criteria for the evaluation of finalist interviews:

- 10% Factor Methodology Presented to assure success and the ability of principals to engender confidence in the ability of the firm to complete the project within the time and cost budgeted, including 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% Factor Committee's Overall Impression of the firm and the overall impression of key team members (project manager, superintendent, project director, cost estimator, project executive, etc.)
- 30% Factor Fee Proposal

6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATIONS

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittals for accuracy before submitting. Once the submission deadline has passed, all submissions will be final. The Owner will not request clarification from any single individual proposer regarding their submission, but reserves the right to ask, collectively, all parties that have submitted proposals for additional information. Questions from Construction Professionals about any aspect of the RFP, or the project, shall be submitted in writing (e-mail is preferable) to:

Tim Young, City Manager
tyoung@locustgrove-ga.gov
No phone calls, please.

The deadline for submission of questions relating to the RFP is the time and date shown in the Schedule of Events (*Section 3, Schedule*). All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled and answered in writing, and issued directly to all proposers via E-mail. Any proposer exceptions to the RFP requirements or requests for deadline extensions must also be communicated to the Owner by the deadline to be properly considered. Any requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary.

7. INSTRUCTIONS FOR PREPARING PROJECT PROPOSALS

READ CAREFULLY

Interested firms shall submit 6 hard copies and 1 electronic copy (.pdf format) of their proposal to the Locust Grove City Hall, 3644 Highway 42 in Locust Grove, Georgia 30248. Submittals must be prepared in a manner that fits on standard (8 ½" x 11") paper. Responses are limited to using a minimum of an 11-point font. Submittals that include qualifications of more than one firm should not exceed the page limit. **Proposals should not exceed 40 pages, excluding divider pages.** Emphasis should be on completeness, relevance, and clarity of content.

To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. The content of all Project Proposals must be categorized and numbered as outlined in the following "PROJECT PROPOSAL DELIVERABLES," and must address in a responsible and responsive manner all requested information.

PROJECT PROPOSAL

A. Description and Resources of Firm

- 1- Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, e-mail address, and company website (if available). If the 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. **If applicable, indicate the year the local office was established and the number of persons staffing that office and their disciplines.** Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure? For joint venture entities that have not undertaken at least *two* projects together, each firm should submit its qualifications separately. Joint submittals are subject to the same submittal page limit.
- 2- Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices.
- 3- Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Architects. List any active or pending litigation and explain. List any claims against your firm or against Owners where your firm is named.
- 4- List the firm's annual revenue, **for the parent office and the local office separately, if applicable**, for the past 5 years and supply main financial and banking references.
- 5- Has the firm, or a member thereof, ever been removed from a contract or failed to complete a contract as assigned? If yes, provide explanation.
- 6- The firm, in order to be deemed eligible for evaluation, must provide supporting documentation asserting that the firm meets the minimum qualifications required for this project
 - a. Certify that your firm has sufficient bonding capacity for anticipated total cost of work and our surety and insurance companies are in the current Department of Treasury's Listing of Approved Sureties (Department Circular 570). All insurance and bonds will be obtained through a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. The company is an insurer (or qualified self-insurers or group self-insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A-" or better with an A.M. Best Financial Size Category of Class V or larger. **Provide** a letter or other supporting documentation from your firm's surety indicating the firm has bonding capacity of \$5,000,000.
 - b. Certify your firm has a current Contractor's Public Liability Insurance policy, and your firm is insurable in the following amounts: Bodily injury, including death- limits of \$1,000,000 for each accident. Property damage- limits of \$2,000,000 for each accident and \$10,000,000 for the aggregate of operations. The Owner reserves the right to require additional limits and/or coverage for actual contract. **Provide** your current insurance certificate.
 - c. Certify your firm has all necessary, valid and current licenses (including a valid and current Georgia General Contractor's License) to do business in the State of Georgia. *General Contractor **must** provide a valid and current Georgia General Contractor License at the time of submission of qualifications.* **Provide** a valid copy of your Georgia General Contractor license, **and provide** a Georgia Certificate of Existence or Certificate of Authority demonstrating your firm has registered with the Georgia Secretary of State and is authorized to do business in Georgia.
 - d. Certify your firm has sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher. **Provide** a one page statement evidencing your current ratio.

- e. Certify your firm demonstrates a commitment to safety with regard to Worker's Compensation by having a current Experience Modification Rating (EMR) of 1.2 or less. **Provide** evidence from your firm's carrier on their letterhead of your firm's EMR.
- f. **Provide** the firm's federal employer identification number and a completed IRS Form W9.

A7- Complete the Certification Form (*Exhibit "A" enclosed with RFP*), and provide a scanned notarized copy with response as section "A7" of the firm's Statement of Qualifications.

A8- Complete and submit a "CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)" (Exhibit "B") with response as Section "A8" of the firm's Statement of Qualifications. **Failure to submit this form with Statement of Qualifications may result in the firm being eliminated from consideration for this project.**

B. Statement of Suitability

- 1- Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.
- 2- Provide non-discrimination policies and describe the firm's record and methodologies of addressing public safety, social, environmental, historical preservation, accessibility for persons with disabilities and special needs, or other related concerns.
- 3- Provide information on any special services offered by the firm that may be relevant and available for this project.

C. Qualifications and Experience of Proposed Project Team

- 1-Describe your firm's proposed organization for the construction management team including superintendent, project manager, project director, cost estimator, project executive, etc., who will manage the project. Please designate the specific individuals to fill the following key roles on your team: (Firms should list all positions/persons that CM expects to serve on the construction management team)
 - a. Superintendent(s)
 - b. Project Manager
 - c. Project Director
 - d. Cost Estimator
 - e. Project Executive
 - f. Other (please describe, if applicable)
- 2-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.
- 3- Identify the individual who, *from project start to finish*, will be the leader of your construction team and the principal point of contact between your firm and the Owner, the Architect, and other consultants. 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 of a construction management firm.
- 4- Provide an organizational chart showing the lines of responsibility and accountability for your team and proposed sub-consultants. If a joint-venture, identify responsibility relationships, where there may be past experience at such relationships, and levels of experience.

- 5- Provide examples of your *recent* experience as a Construction Manager or General Contractor in constructing facilities similar to this project, including the following information:
- Provide photographs of similar projects your firm/team completed in the past five (5) years.
 - Provide a written reference from the Architect/Owner/User (with current phone numbers) familiar with your performance on each of the above projects. Provide a Program Manager reference (if applicable).
 - List the individuals who served as the Project Executive/Director, Project Manager, Superintendent, and Cost Estimator on the projects. Please note whether these individuals are still employed with your firm.
 - Indicate those projects where an architect, engineering consultant, and contractor served a corporate or public client *as a team*.
 - Provide the two most recent projects your firm has completed. Include the total quantity of change orders and net total cost increase of change orders to the project. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of an Owner's representative (with a current phone number) who is most familiar with your performance on the project.
 - Provide information on your firm's experience with municipal local government construction.

D. Management Plan

- With regard to your firm's overall role in the project, please provide a statement of your definition of the role, 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 the Architect, Owner, Owner's Oversight Committee, 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 CM communication.
- Provide your detailed cost management plan for controlling costs on this project within the GMP during construction. Describe your systems and procedures for controlling costs during construction.
- Provide your detailed change management plan for managing cost and schedule exposures within the stated limitations.
- Provide your procurement and workforce plan including details on your plan to assure local contractor opportunities. Describe how your firm intends to arrange the construction into bid packages in order to reach the OWNER'S schedule and budget objectives.
- Provide your detailed schedule management plan for this project during construction. Describe systems and procedures your firm uses to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.
- Provide your detailed subcontractor management plan including, contract document compliance procedures, project accounting procedures, and issue resolution.
- Provide your closeout management plan for this project. Describe your systems and procedures for your closeout plan.
- Provide your quality assurance plan for this project. Describe your firm's approach for validating compliance with the construction documents. Explain your process for ensuring quality workmanship.
- Provide your safety and site logistics plan for this project. Describe your plan for working around existing operations and for site access.

10- Provide your detailed plan for applying any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

8. INSTRUCTIONS FOR PREPARING FEE PROPOSALS

Fee Proposals will be solicited from the finalists invited to interview. Fee proposals shall be submitted at the conclusion of the interview session in a sealed envelope, and shall not include any project proposal information. (See Section 10- *Submittal of Project Proposals and Fee Proposals*). The **Fee Proposal Form, Exhibit "E"**, attached to this RFP, shall be submitted by finalists. **Detailed itemization of the fee proposal must be attached to the Fee Proposal Form.**

9. PRESENTATION / INTERVIEW INFORMATION

Interview Format

The firms selected to make a presentation to, and be interviewed by, the Selection Committee will be notified within the time outlined in Section 3, "Schedule of Events." Each firm will be notified in writing and informed of a place and time for the interview session. The time allotted to each firm for the interview will not exceed 65 minutes to include: 10 minutes for setup, 30 minutes for proposer presentation, 20 minutes for Committee questions, and 5 minutes for knockdown. Members of the Selection Committee will be present during all of the presentations and interviews. Firms are not allowed to address any questions, prior to the interview, to anyone other than designated contact.

Interview Requirements

The intent of the formal interview process is to provide the Selection Committee with in-depth information from the firm in order to make a final selection of the best-suited firm for the contract award. Firms should focus their presentations on: the detailed plan for managing the construction, cost, schedule, and quality on the project and any unique characteristics or services the firm offers; and the firm's concepts or plans for the division of the project into separate packages for award. Firms are discouraged from reviewing general company history and past experience previously submitted in Statements of Qualifications and/or Project Proposals unless this information is particularly relevant to the presentation. All key personnel should be present at the interview including, at a minimum, the project superintendent, project manager, and project executive. No more than 6 representatives should be present.

10. SUBMITTAL OF PROJECT PROPOSALS AND FEE PROPOSALS

Project Proposals

In addition to the 6 hard copies of the proposal, submit one (1) electronic copy of the complete package in .pdf format. Please reference the **City of Locust Grove Public Safety Building, the firm's name, and the word "PROPOSALS."**

(File Name Example: City of Locust Grove Public Safety Building, ABC Company, Proposals)

Please do not submit individual documents or sections separately.

Proposals should not exceed 40 pages

Proposals **must be received by the Owner** prior to the deadline indicated in the Schedule of Events (*Section 3 of RFP*).

Fee Proposals

One original fee proposal must be submitted in a sealed, opaque envelope. Reference to **City of Locust Grove Public Safety Building (CM)**, the words **“SEALED FEE PROPOSAL”** and the **name of submitting firm** must be indicated on the outside of the envelope. Fee Proposal **must be physically received at the conclusion of the interview.** (No Fee Proposals will be opened or reviewed before completion of the evaluation of Project Proposals and Interviews by the Selection Committee.)

No Proposals will be accepted after the time set for receipt. Proposals submitted via facsimile or e-mail will be rejected. The Owner reserves the right to reject any and all submittals, and to cancel the solicitation in its entirety and possibly re-advertise and issue a revised solicitation for any reason. **With the submittal of a Proposal, the Proposer agrees that the proposals shall remain valid for a period of ninety (90) days.**

Final Evaluation

Upon completion of the evaluation of proposal qualifications by the Selection Committee, proposers will be ranked in descending order of recommendation. It is anticipated that the City will short-list 3 finalists for this project and conduct interviews. The City reserves the right to create a list of finalists that may be more or less than 3, as deemed appropriate by the Selection Committee. **Fee Proposals** for all finalists will be opened and will account for 60% of the interview (weighted 30% overall). The City plans to negotiate a final agreement with the highest-scoring Project Proposal and Interview, as determined by the Selection Committee. In the event a satisfactory fixed fee cannot be reached with the highest-scoring firm, the Owner will formally terminate the negotiations in writing and move on to the second highest-scoring firm, and so on until a mutually agreed upon fixed fee is established. Once the successful CM/GC and the agreed upon fixed fee have been determined, a CM/GC services contract will be awarded by the Owner.

11. ADDITIONAL TERMS AND CONDITIONS TO THE RFP

Restriction of Communication

From the issue date of this RFP solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate for any reason with any members of the Selection Committee, the Owner, or the Design Professional, except for submission of questions as instructed in the RFP, or during the proposer's conference, or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals “proprietary” or “confidential,” or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in response. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to

the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached and in the course of doing so may use ideas expressed in any proposal.

Reciprocal Preference Law

For the purposes of evaluation only, a proposer that resides in the State of Georgia will be granted the same preference over proposers that reside in another State in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other State to proposers that reside therein. For the purposes of this law, the definition of a resident proposer is one who maintains a place of business with at least one employee inside the State of Georgia. A P.O. Box address will not satisfy this requirement.

Small and Minority Business Enterprise

It is the policy of the City of Locust Grove that small businesses, female-owned businesses and minority businesses have a fair and equal opportunity to participate in the purchasing process. Therefore, the Owner encourages all small businesses, female-owned businesses and minority-owned businesses to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit female-owned businesses and minority-owned businesses in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development.

Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Proposal, and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issue(s) in any section of the Request for Proposal with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a proposal, the Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Proposer has not directly or indirectly included or solicited any other Proposer to put in a false or insincere proposal; (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

EXHIBITS

(Please use the following exhibits)

Exhibit A
CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____(title) of _____(firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for proposals is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer and any principle employee of the proposer have not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer or any principle employee of the proposer has not in the immediately preceding five years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract or have been terminated for cause on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Owner may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Owner may contact any individual or entity named in the Proposal for the purpose of verifying the information supplied therein.

I acknowledge and understand the successful Proposer will be required to certify compliance with the Immigration Reform Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act O.C.G.A 13-10-90 et.seq., by meeting or having complied with the provisions in the Act and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01: Contractor will also be required to warrant that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the Owner to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Signature

Sworn and subscribed before me

This ____ day of _____, 20____.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

CM at Risk Proposal

Locust Grove Public Safety Building

Exhibit B

CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)

{Failure to submit this form may result in the rejection of your qualifications}

Project No. and Name: _____

Contractor: _____

STATE OF GEORGIA

COUNTY OF: _____

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the **City of Locust Grove** has registered with, is authorized to use and used the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ (This is **NOT** an FEI number)
Federal Work Authorization User Identification Number

Date of Authorization

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

Executed on _____, 20____ in (City), (State).

Signature of Authorized Officer or Agent of Contractor

Printed Name and Title of Authorized Officer or Agent

**SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE**

_____ **DAY OF** _____, 20____

Notary Public
My Commission Expires: _____

Exhibit C CM/GC FEE PROPOSAL

(Submit in a Sealed Envelope accompanied by Detailed Itemization)

1. CM/GC'S FEE:

Basis of Fee. The CM/GC's fee is the amount agreed to by both parties, which is the full amount of compensation due to the CM/GC as gross profit, and for any and all expenses of the Project not included and identified as a Cost of the Work, provided that the CM/GC performs all the requirements of the Contract Documents within the time limits established. If applicable, the fees and costs should be broken down by each site within the project.

A. PRE-CONSTRUCTION FEE:

Pre-Construction Fee. For the Pre-Construction Phase Services provided by CM/GC as set forth in the General Requirements, Owner shall pay to CM/GC a Pre-Construction Fee. Pre-Construction Fee shall be expressed as a percentage (%) of the proposed maximum Labor Costs and Pre-Construction Costs and Expenses associated with the Pre-Construction Phase:

Pre-Construction Fee		%
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B. CONSTRUCTION FEE:

Construction Fee. For the construction services provided by CM/GC as set forth in the General Requirements, Owner shall pay to CM/GC a Construction Fee. Construction Fee shall be expressed as a percentage (%) of the Cost of the Work and Overhead Costs and Expenses.

Construction Fee		%
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2. CM/GC'S OVERHEAD COSTS AND EXPENSES (Preconstruction and Construction Phase Services):

A. PRE-CONSTRUCTION COSTS

The CM/GC's Pre-Construction Phase Costs: The maximum amount for the CM/GC's costs associated with the Pre-Construction Phase shall not exceed the following amounts:

		TOTAL
Maximum Labor Costs	(Detailed Itemization Must Include a Breakdown of Salary and Labor Burden)	\$
Maximum Pre-Construction Costs and Expenses	(All Other Proposed Construction Overhead Costs Not Reflected Above)	\$
MAXIMUM AMOUNT FOR PRE-CONSTRUCTION LABOR, OVERHEAD COSTS AND EXPENSES		\$

B. CONSTRUCTION COSTS

The CM/GC's Overhead Costs. The maximum amount for the CM/GC's overhead cost is inclusive of all direct and incidental expenses including but not limited to travel, sustenance, reproduction, salaries, wages, design and field office expenses, and those costs listed in the General Requirements. If authorized by the Owner to proceed with Construction Phase Services, the CM/GC will execute the work and be reimbursed for the actual costs as defined in the Contract Documents. The Maximum Overhead and Direct Expenses is inclusive of all incidental and direct expenses including but not limited to: travel, sustenance, reproduction, salaries, wages, design and field office expense, bonds, insurance and those costs listed in the Contract Documents and as correctly depicted in attached Detailed Itemization.

		TOTAL
Maximum Labor Costs	(Detailed Itemization Must Include a Breakdown of Salary and Labor Burden)	\$
Maximum Other Overhead Costs and Expenses	(All Other Proposed Construction Overhead Costs Not Reflected Above)	\$
MAXIMUM AMOUNT FOR CONSTRUCTION LABOR, OVERHEAD COSTS AND EXPENSES		\$

Important – Proposers must attach detailed itemization of Proposed Project Costs and Fees, and any exceptions to the items requested above to the CM/GC Fee Proposal Form in same sealed, opaque envelope. Proposers shall use itemization format (of their choosing), which fully delineates specific costs, expenses and fees for Preconstruction and Construction phases, and is descriptive of all cost detail including but not limited to cost of work, in-construction services, overhead, work by others, and insurance and taxes.

Proposer _____

Project Number _____

By: _____
Name

_____ Date

_____ Title