



Request For Qualifications

Design-Build Services for Multi-Use Agricultural Facility and Board Office Bathroom Renovations

by
Tattnall County Schools

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TABLE OF CONTENTS

	<u>Page</u>
. Table of Contents	2
. Timeline	3
. RFQ for Design-Build Services	4
I Proposal Format & Content	5
II Evaluation Criteria	10



DESIGN-BUILD RFQ TIMELINE

(Tattnell County Schools)

<u>Date</u>	<u>Action Item</u>
March 17, 2025	Owner issues RFQ
March 31, 2025, 10:00 am	Pre-bid Meeting and Site Visit.
April 7, 2025	Deadline for written questions/requests for clarification
April 16, 2025, 11:00 a.m.	Deadline for submission of proposal
April 28, 2025	Board approves firm selected



**Request For Proposals
For
Design-Build Services**

Notice is hereby given that Tattnall County Schools shall receive sealed proposals for design-build services until 11:00 a.m. EST on April 16, 2025 at the Tattnall County Board of Education Office located at 146 W Brazell St, Reidsville, GA 30453. Proposals will be in accordance with O.C.G.A. 36-91-21 and the Request for Proposals (RFP) guidelines. For more information contact Mr. Glenn Stewart, Director of Operations at gstewart@tattnall.k12.ga.us.

Any submittals received after the date and time specified by the time clock in the Tattnall County Schools Contracting Department will not be considered. It is the offeror's responsibility to ensure that its submittal is submitted timely.

The Request for Proposals is available at the Tattnall County Board of Education Office located at 146 W Brazell St, Reidsville, GA 30453 or may be viewed online on the Georgia Procurement Registry.

All submissions must include a proposal with the content and in the format described within the RFP.

The Board reserves the right to terminate this project prior to submissions being received, to reject any and all proposals, to waive informalities or irregularities in responses to this RFP, and to be the sole judge of the value and merit of the proposals offered.



I. SCOPE OF WORK

The selected company will be required to perform basic architectural, engineering and construction services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon the initial selection of a respondent based upon qualifications, with which negotiations shall proceed, a more detailed Scope of Work will be developed. Tattnall Board of Education anticipates a contract which will include schematic design, production of contract design documents, and cost estimates for the project.

The construction work shall include, but not be limited to, the following:

- a) Sitework as necessary to prepare the area where the new facility will sit.
- b) Construction of the new facility to accommodate the needs of the Owner.
- c) The design-builder shall provide all close-out documents such as as-built drawings, bonds, inspector's report, guarantees, etc.
- d) The selected company shall provide payment and performance bonds.



II. PROPOSAL CONTENT & FORMAT

Tattall County Schools (the Owner) requests proposals for design-build services from qualified firms for the construction of a multi-use agricultural facility and renovations to the bathrooms in the Tattall County Board of Education Office. The Owner's objective in issuing this Request for Proposals is to provide a competitive means by which to select a single Qualified Provider to perform the design and construction of the facility at Tattall County High School. The Qualified Provider will act as architect, engineer, and contractor during the planning and construction of the project. Prime consideration will be given to a company with significant, current experience in the development, design, and construction of K-12 design-build projects. The contract shall follow O.C.G.A 36-91-21 and RFP guidelines. Qualified Providers must submit four (4) hard copies of their proposals and (1) electronic copy on a memory stick or via email at gstewart@tattall.k12.ga.us. The cost of preparing a response to this request, including site visits and design will not be reimbursed by the School District. The Owner creates no obligation by issuing this Request for Proposals. Neither this request nor the response shall be construed as a legal offer.

Proposals must be submitted in the format outlined in this section. For each proposal, a checklist will be used in reviewing the proposal to determine if it is complete prior to actual evaluation. The Owner reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein. The judgement of the School District on such matters will be final.

1) Table of Contents

- A. Responses shall include a table of contents properly indicating the section and page numbers of the requested information.

2) Executive Summary

- A. Responses shall include a concise abstract stating the respondent's understanding of the project contained in no more than three pages.

3) Company Qualifications

A. Company Profile:

- 1) Provide general information on the responding firm to include: company name, address, telephone number, contact person(s) for this project.

B. Project Team:

- 1) List the lead personnel employed by the Qualified Provider involved in this project. Include a resume for each person listing name, title, education, experience, work history, and responsibilities on this project. Identify specifically the type of work performed by each person and for how long.
- 2) *Legal Grievances:* The Qualified Provider shall describe in detail any litigation related to any construction projects, past or present, with an owner in the state of



Georgia.

C. References:

- 1) Past performance is a critical component in the selection process of this project. Therefore, each Qualified Provider must include a *summary* of ***all*** design-build contracts performed with K-12 school districts. In addition, each Qualified Provider must have completed a minimum of five (5) design-build contracts with public schools to be considered for this project. References will not be considered for projects performed by the Qualified Provider's employees while working with a different employer. Include the following detailed information on the (5) design-build contracts with K-12 school districts.
 - a. School name, contact, telephone number
 - b. Description of scope of work
 - c. Start & completion date of the installation phase of the project

D. Certifications:

- 1) Include a copy of the certification(s) that proves the Qualified Provider holds a Georgia General Contractors License.
- 2) Include a copy of the certification(s) that proves the Qualified Provider employs a Registered Architect in the State of Georgia.
- 3) Include the names and PE numbers for all full-time employees who are professional engineers registered in the State of Georgia.
- 4) By submitting a submittal the Contractor warrants that any goods supplied to Tattnall meet or exceed specifications set forth in this solicitation.

E. Insurance Certificate

- 1) The Qualified Provider shall include a certificate of insurance in the Proposal indicating its insurance coverage, and the Qualified Provider shall maintain such insurance in full force and effect at all times until the Work has been completed, in the following minimum amounts:

<u>COVERAGES</u>	<u>LIMITS OF LIABILITY</u>
General Liability	\$1,000,000
General Aggregate	\$2,000,000
Product & Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Workman's Compensation	\$1,000,000
Umbrella Policy in addition to individual coverage	\$10,000,000

4) Technical Approach



Section 4 should contain the following information about the respondent's technical approach to meeting the Owner's timelines and functionality objectives. Offeror shall maintain at its sole cost and expense such insurance as will fully protect it and Tattnell and Tattnell's Board, officials, directors, officers, employees, agents and volunteers from all incidents, accidents and claims for any injury, damage or liability which may arise from services and work and for the Offeror's professional liability (errors and omissions) under this proposal and contract, whether such services and work are performed by the Offeror, by any Subcontractor or any tier directly employed or retained by either.

No Contractor or subcontractor shall commence any work of any kind under this contract until they have complied with all insurance requirements.

In the event the Contractor neglects, refuses, or fails to provide the insurance required by the contract documents, or if such insurance is cancelled for any reason, Tattnell shall have the right, but not the duty, to procure the same, and the cost thereof shall be deducted from monies then due or thereafter to become due to the Contractor or Tattnell shall have the right to terminate or non-renew the contract.

The Contractor agrees that any obligation to provide health insurance to the individuals utilized by the Contractor shall be the sole and exclusive responsibility of the Contractor.

The obligations for the Offeror to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits liability of the Offeror, whether or not same is covered by insurance.

A. Needs & Solutions:

Include a "Needs & Solutions" section explaining facility needs and solutions the Qualified Provider recommends for all proposed improvements. The Qualified Provider needs to demonstrate a clear understanding of the existing conditions of the facilities.

1) **Tattnell County High School Agricultural Facility:**

- a. *Site work and utility work as necessary in preparation for the new buildings.*
- b. *Construction of a facility to accommodate the needs of the owner.*

2) **Tattnell County Board of Education Bathroom Renovation:**

- a. *Demolition necessary for renovation of bathrooms.*
- b. *Renovations to bathrooms to accommodate the needs of the owner.*

B. Design Approach:

Include a detailed explanation of how architectural/engineering services will be implemented. This explanation should include the people, specific architectural/engineering services, timeline, and any external forces that could affect this project.



C. Project Management:

Describe your firm's approach to managing the proposed project from contract award through the guaranteed phase. Include a resume of the project manager who will be responsible for the project. Include in your proposal an implementation plan, including completion dates, describing how the Qualified Provider intends to execute the project based on an April 2025 contract award.

D. Contractor & Equipment Selection:

Describe the process that the Provider will utilize in obtaining their contractor and equipment selections and what criteria will be used to make those selections.

E. Owner Training:

Explain the Qualified Provider's plan for providing training and support services to the Owner. Describe the range of services being offered by your firm, such as maintenance, training, follow-ups, auditing, etc.

F. Additional Information:

Additional information about the Qualified Provider's technical approach to the project may be included in this section of the proposal.

5) Financial Aspects

Section 5 should contain the financial components of the proposed work as identified below.

- A. Describe in detail the process that the Provider intends to utilize to obtain the best prices for the Owner. Describe the process for reviewing the pricing of individual improvement items. Explain why this approach is better than the other available approaches.



III. EVALUATION CRITERIA

The Owner will likely reject any proposal that does NOT meet the minimum criteria described in this RFP. For proposals meeting or exceeding the minimum criteria, the Owner will rate each proposal based on the weighted scoring criteria shown below. The Owner intends to award a contract to the Provider whose proposal is most advantageous to the Owner. The most advantageous proposal will be the proposal with the highest score.

A. Ability to Successfully Implement Program (45 points)

1. Reputation and experience of the Qualified Provider for implementing design-build contracts within the K-12 market.
2. Background and qualifications of the people responsible for implementing the design-build contract.
3. References of the company and people responsible for implementing the project

B. Design Approach (30 points)

1. Depth, breadth, quality, creativity, and detail of the firms proposed architectural/engineering approach.
2. Understanding of the current facility needs within the district.
3. Effectiveness of the proposed solutions related to functionality needs and timelines critical to the district.

More points will be given to proposals that include a detailed and sound technical approach to meeting the School Corporation's objectives.

C. Other Financial Consideration (25 points)

1. Process to be utilized to bid and price the proposed work.
2. Design-build approach and company's past performance related to design-build services in K-12 schools.

Request for Information

All questions and/or correspondence during the submittal process shall be directed in writing to Glenn Stewart.

During the entire period of solicitation, submittal and evaluation, no Offeror shall contact any board member or employee of Tattnall School District, with the exception of the Glenn Stewart concerning the solicitation. Such action could result in the Offeror being removed from further consideration in this solicitation.