



Savannah-Chatham County Public School System
208 Bull Street / Savannah, Georgia 31401 / (912) 395-5600

November 7, 2021

Ladies and Gentlemen:

The Savannah-Chatham County Public School System (“SCCPSS”) would like to take this opportunity to announce that it is issuing this **Request for Qualifications (“RFQ”) C22-04 for Architectural and Engineering Services**. Through this process, SCCPSS will prequalify “responsive” and “responsible” professional organizations to perform **Architectural and Engineering Services** for SCCPSS facilities projects. The District may negotiate with any of the successfully prequalified Offerors for future SCCPSS projects in its discretion on an “as needed” basis. No successfully prequalified Offeror is guaranteed the future award of a project.

Enclosed is a Request for Qualifications (“RFQ”) packet, which provides instructions for the request for qualifications (“RFQ”) process for prospective offerors to perform **Architectural and Engineering Services** for SCCPSS facilities projects. Due to the COVID-19 epidemic, all Qualifications Statements should be submitted electronically through e-Builder, an online procurement platform that is made available at no cost to all potential bidders at the following web address:

<https://bidders.e-builder.net/landing?bidpackageid=d0fd3654-1919-46cb-b7d1-9289da5af501>

Qualifications Statements will be accepted **prior to 1:00 P.M. on Thursday, December 9, 2021**, at which time they will be registered by the Purchasing Department and the SCCPSS will begin its review of the Qualifications Statements to determine which bidders or offerors are prequalified. All bidders or offerors who submit Qualifications Statements will be notified as to whether they have been prequalified or not before the awards of any contracts for the goods and/or services for which the Offerors are prequalified. **Qualifications Statements received after 12:59:99 P.M. on the due date will not be accepted.**

Time is of the essence, and any Qualifications Statement received after this deadline for submission will not be accepted. Offerors are responsible for ensuring that their Qualifications Statements are timely received. The time of receipt shall be determined by the time stamp assigned by the e-Builder program. Please include with your bid all documents requested by this solicitation. **Failure to include all the information and/or documents requested by this RFQ could result in the Qualifications Statements not being considered by the SCCPSS.**

Sincerely,

Sabrina L. Scales, NIGP-CPP, CPPB
Purchasing Director

Mission - To ignite a passion for learning and teaching at high levels.
Vision - From school to the world: All students prepared for productive futures
“AN EQUAL OPPORTUNITY EMPLOYER”

**Request for Qualifications (“RFQ”): #C22-04
Architectural and Engineering Services**

I. INTRODUCTION

The Board of Public Education for the City of Savannah and the County of Chatham (the “District”), the body corporate responsible for public education in Chatham County, which is commonly known as the Savannah-Chatham County Public School System (“SCCPSS”), seeks sealed Statements of Qualifications (“Qualification Statement(s)”) as specified in this **Request for Qualifications (“RFQ”) C22-04 for Architectural and Engineering Services**.

The District has determined that 1) all of the criteria for prequalification are reasonably related to the project or the quality of the work, 2) the criteria for prequalification are being made available to any prospective Offeror requesting such information, 3) this prequalification process serves as a method of notifying prospective Offerors of the criteria for or limitations to prequalification, and 4) this prequalification process includes a procedure for a disqualified Offeror to respond to his or her disqualification to a representative of the SCCPSS. Prequalified Offerors will not later be disqualified without cause, but no prequalified Offeror is guaranteed a future award of any contract.

Vendors who submit a Qualifications Statement in response to this RFQ shall be referred to herein as the “Bidder(s)” or “Offeror(s).” To be considered for prequalification under this RFQ, Offerors should carefully read this solicitation document, which is **Request for Qualifications (“RFQ”) C22-04 for Architectural and Engineering Services**, and all of the forms or other materials that may be attached hereto or referenced herein. This RFQ and the associated documents contain the instructions for preparing and submitting Qualifications Statements in response to this RFQ, and outline the process by which the District will prequalify Offerors to negotiate with the District for contracts for **Architectural and Engineering Services** for SCCPSS facilities projects.

II. GENERAL TERMS AND CONDITIONS FOR THIS ITB

A. A “Cone of Silence” Applies to this ITB.

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

The Cone of Silence does not apply to oral communications with the Director of Purchasing, or the Director of Purchasing’s designees, at pre-bid conferences, site visits (as applicable), presentations before selection committees, contract negotiations with bidders selected for award, or at other times expressly allowed by this solicitation. Written communications expressly authorized by this solicitation, such as (1) the submission of the bid itself, (2) requests for interpretation, requests for material substitutions, protests, or similar inquiries to the purchasing department, (3) documents circulated at oral presentations before selection committees, or (4) documents circulated in connection with contract negotiations with the bidder(s) selected for award are also permitted in communication with the Director of Purchasing or the Director of Purchasing’s designees. The Cone of Silence does not apply to presentations allowed by Board policy or to the Board of Education at a duly called public meeting.

In addition to any other penalties provided by law, violation of the Cone of Silence by any bidder may result in the rejection of the bidder’s Qualification Statement and disqualify the bidder from being awarded any contract as a result of this solicitation. Any person having personal knowledge of a violation of these provisions shall immediately report such violations to the District’s Purchasing Department.

B. Services for Which the District Is Seeking Prequalification

1.0 General Information

The District desires to engage architectural and engineering design teams for future projects involving the planning, design, permitting and construction administration services for various building and site facilities. The Design Professional is to be familiar with all federal, state and local code building codes, Georgia Department of Education requirements, Georgia Department of Natural Resources regulations, and any additional federal, state, or local laws or regulations that may apply to any particular project.

This RFQ and the associated documents contain the instructions for preparing and submitting Qualifications Statements in response to this RFQ, and outline the process by which the District will prequalify Offerors to negotiate with the District for contracts for **Architectural and Engineering Services** for SCCPSS facilities projects on an “as needed” basis.

A stated cost limitation will be determined for each task assigned under this Agreement. Funding may be from any of several accounts managed and maintained by the District including ESPLOST.

2.0 Site Information

The project sites may be located at any of the existing 62 facilities currently maintained and operated by the District or at a new site(s) being developed by the District.

3.0 Scope of Services

The selected A/E Firms (Design Professional) shall furnish all expertise, labor and resources for the planning, design, permitting and construction administration necessary to complete a wide range of potential project assignments. The services provided shall be complete and sufficient to comply with the Georgia Department of Education requirements. All work will conform to the Georgia Department of Education Facilities Services Unit *Guidelines for Educational Facility Site, Construction, and Reimbursement*, 160-5-4-.16. The following generally highlights the services the Design Professional may be required to perform:

3.1 Project Scope:

- 3.1.1 The scope of work may include, but not be limited to, design and permitting of portable classrooms/restrooms, modification of existing classrooms and core spaces, auxiliary buildings, athletic facilities, addition of laboratories, wall, door and window modifications, modification of alarm and surveillance systems, modification of HVAC systems, site modifications, landscaping, lighting, and any other improvements requested by the District.
- 3.1.2 The Design Professional shall assemble a multidiscipline team of design professionals capable of providing services including at a minimum:
 - 6.1.1.1 Architectural, Mechanical, Electrical and Plumbing
 - 6.1.1.2 Structural and foundations
 - 6.1.1.3 Site/Civil/Surveying
 - 6.1.1.4 Landscape and irrigation
 - 6.1.1.5 Construction inspections
- 3.1.3 The Design Professional shall perform onsite inspections of the work during the construction phase. Each inspection shall yield a written and photographic report detailing progress, as well as any problems and solutions observed. All inspection reports shall be copied to the District’s representative.

- 3.1.4 The Design Professional shall manage the scheduling, coordination, and actual submittal of deliverables requiring approval of the Georgia Department of Education and address all comments necessary to obtain approvals.
- 3.1.5 The District will provide required surveying and testing services under most circumstances. In the event of an emergency or other extenuating circumstances, the District reserves the right to include these or other services under the project scope.

3.2 Potential Phases of Work:

- 3.2.2 Preliminary Design Phase:** A/E shall provide customary Schematic and Design Development Phase services as described in A.I.A. Document B101. This Phase shall include design recommendations regarding window manufacturer(s) and installation details, estimated construction cost and anticipated construction schedule. For more complex or larger scope projects this phase may be divided into the traditional Schematic and Design Development Phases. Multiple conceptual design solutions may also be required.
- 3.2.3 Construction Document Design Phase:** Based on the approved Preliminary Plans, Design Professional shall prepare final construction plans, technical specifications, supplemental conditions and cost estimate for the project construction as generally described in A.I.A. document B101. A/E shall provide all architectural, structural, MEP and Site/Civil design necessary to construct the project and obtain all necessary permits. Supplementary General Conditions shall conform to District standards or they may be in a format provided by the Design Professional subject to District approval.
- 3.2.4 Permitting Phase:** A/E shall obtain all required federal, state and local permits necessary to construct the project.
- 3.2.5 Bidding Phase:** A/E shall assist the District in soliciting bids for construction. This shall generally include addressing RFI's, assisting in preparation of addenda, attending a pre-bid meeting, and assisting with analysis of bids including bid negotiations if necessary.
- 3.2.6 Construction Administration Phase:** If requested, the A/E shall provide construction administration and observation which shall include:
 - 3.2.6.1 Attend and conduct a pre-construction conference.
 - 3.2.6.2 Review shop drawings and other submittals carefully to ensure conformity with the plans and specifications.
 - 3.2.6.3 Check all items delivered to the job site to verify compliance with the Contract Documents and the shop drawings.
 - 3.2.6.4 Construction progress/coordination meetings will be coordinated by the A/E and held on a monthly basis.
 - 3.2.6.5 Review the Contractor's Monthly Pay Application to assure that payment is limited to only that which is appropriate.
 - 3.2.6.6 Evaluate the construction schedule on at least a monthly basis.
 - 3.2.6.7 Issue field orders, answer Requests for Information and prepare Proposed Change Orders as necessary.
 - 3.2.6.8 Provide construction observation and monitoring to ascertain that the work is in substantial conformance with the contract documents and with the design intent. In general, visit the project at least once per week or more depending on the stage of construction.
 - 3.2.6.9 Attend final field inspections by regulating agencies for the project.
 - 3.2.6.10 Prepare preliminary and final punch lists for the project at Substantial Completion and Final Completion.

- 3.2.6.11 Prepare all required closeout documents and request project acceptance by all applicable agencies.
- 3.2.6.12 Construction observation and monitoring does not include exhaustive or continuous on-site inspections to check the quality or quantity of the Contractor's work. However, it does include visits to the project site at intervals appropriate to the various stages of construction to review general compliance with approved plans and specifications. Such visits and observations shall not require Consultant to assume responsibilities for the means and methods of construction, nor for safety measures or conditions on the job site.
- 3.2.6.13 Prepare all record drawings and provide in pdf and dwg format. Provide pdf files of all specifications and owner's manuals. Provide three full size sets of printed record drawings and O&M manuals.

3.3 Items Provided by the District: The District shall provide all *available* survey data and record drawing files for the project site. The District shall provide all testing which shall be coordinated by the Design Professional unless agreed to otherwise.

3.4 Deliverables: Required deliverables will generally include:

- Multiple copies of Preliminary Design and Cost Estimate.
- Multiple copies of final Construction Documents and final Cost Estimate.
- Multiple copies of final Record Documents.
- A tab divided binder containing all permit application submittals and approvals.
- Provide a pdf file for all specifications and documents.
- Provide all drawings produced in each phase in a PDF and DWG format.
- Other deliverables as agreed to for each project assignment.

3.5 Meetings & Presentations: If requested, Design Professional shall represent the District by presenting necessary oral and/or graphic presentations to State, County or City Agencies or any other group having interest in the project. Design Professional shall assist with preparation of presentation materials and handouts if necessary. Design Professional shall attend up to two progress meetings per month.

3.6 Project Management Information System. Design Professional agrees to use the District's online Project Management Information System, currently e-Builder, to the extent requested by the District's Facilities/Capital Projects Department. Invoices will be submitted to the District's accounts payable department with copy to the Facilities/Capital Projects Department through the Project Management Information System.

C. The Advertising Dates for this RFQ.

This RFQ is being advertised on the Purchasing Department page of the District website www.sccpss.com, from **Sunday, November 7, 2021** and on the Georgia Procurement Registry (GPR) from **Monday, November 8, 2021** until the deadline for submitting Qualification Statements.

This RFQ is also being advertised in the Savannah Morning News, the newspaper for legal notices in Chatham County, on the following dates:

**Sunday, November 7, 2021 and
Sunday, November 21, 2021**

D. No Pre-Submission Conference Required.

The District does not anticipate holding a pre-submission conference for this RFQ. Thus, attendance at a pre-submission conference is not required.

E. The Deadline for Submitting Qualification Statements in Response to this RFQ.

The deadline for submitting Qualifications Statements in response to this RFQ shall be:

1:00 P.M. on Thursday, December 9, 2021

Time is of the essence, and any Qualifications Statement received on or after this deadline for submission, whether electronically, by mail, or otherwise, will not be accepted. Bidders are responsible for ensuring that their Qualifications Statements are timely received and stamped by Purchasing Department personnel through E-Builder. The time of receipt shall be determined by the time assigned by E-Builder. It shall not be sufficient to show that a Qualifications Statement was sent before the scheduled deadline. Qualifications Statements received on or before 10:59:99 A.M. on the due date will be accepted. **Qualifications Statements received after 12:59:99 P.M. on the due date will not be accepted.**

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

Offerors may withdraw Qualifications Statements at any time up to the scheduled time for receipt of Qualifications Statements. Offerors may resubmit Qualifications Statements prior to the scheduled time for receipt of Qualifications Statements.

Care should be taken to ensure that information provided in Qualification Statements is accurate, complete, and consistent. Omission of any of the required information may subject the Offer to disqualification. The District reserves the right to request information or respond to inquiries for clarification purposes only.

F. Delivery and Submission of Qualifications Statements.

Offerors shall timely deliver bids electronically.

Electronic submission may be accomplished through the District's online E-Builder web portal, which may be accessed at no charge by all prospective bidders at:

<https://bidders.e-builder.net/landing?bidpackageid=d0fd3654-1919-46cb-b7d1-9289da5af501>

The E-Builder web portal will allow bidders to fill in the forms required by the RFQ in an electronic format and allow bidders to upload any supporting documents in the PDF format that bidders wish to submit.

G. Receipt and Review of Qualifications Statements

Qualifications Statements shall be time-stamped by the Purchasing Department upon receipt automatically through E-Builder. After the deadline for submissions of Qualifications Statements has past, they will be registered by the Purchasing Department, and SCCPSS will begin its review of the Qualifications Statements and determine which bidders or offerors are prequalified.

H. Submission of Qualifications Statements Required to Participate Future in Contract Negotiations for Architectural and Engineering Services for SCCPSS Facilities Projects.

Submission of a Qualifications Statement in response to this RFQ is a prerequisite to be eligible to negotiate with SCCPSS to enter future contracts for **Architectural and Engineering Services** for SCCPSS facilities projects.

I. Submission of Qualifications Statements Does Not Commit Offerors to Enter Future Contracts with the District.

Although submission of a Qualifications Statement and successful prequalification are prerequisites to participating in subsequent negotiations for the award of future contracts for **Architectural and Engineering Services** for SCCPSS facilities projects, a Bidder that submits a Qualifications Statement is not required to enter into any future contracts with the District.

J. Form and Formatting of Qualifications Statements.

The form and formatting of Qualifications Statements requires Bidders to complete and return all of the forms and supporting documentation requested by this RFQ by the submission deadline set forth above.

K. Pre-Qualification Requirements

To be pre-qualified to negotiate with SCCPSS for future **Architectural and Engineering Services** for SCCPSS facilities projects, Bidders must provide all the requested documentation and demonstrate they can meet all of the following mandatory, pre-qualification requirements to the satisfaction of the District.

1. Bidder must be authorized to transact business in Georgia.

While any lawful form of business may be prequalified for to perform **Architectural and Engineering Services** for SCCPSS facilities projects, Bidder must demonstrate that it is a legal entity authorized to transact business in the State of Georgia.

If the Bidder is a corporation or limited liability company (LLC), Bidder shall provide a copy of a current Annual

Corporate Registration issued by the State in which the Bidder is incorporated and, if Bidder is not a Georgia domestic corporation, a certificate showing that it is a foreign corporation or LLC authorized to transact business in Georgia.

If the Bidder is a partnership or joint venture, a copy of the contractual agreement between the partners or the participants in the joint venture must be provided with the Bidder's Qualifications statement. The partnership or joint venture agreement must be adequate to its purpose of establishing a safe and well-structured good faith relationship between the participants, and must comply with all applicable laws, including Antitrust Laws. The agreement must include adequate provisions to address unforeseen events such as the demise of any one of the partners or joint venture companies, and the like. If the Bidder is a partnership or joint venture between two existing business entities, including, but not limited to, a corporation or LLC, then all partners should be routinely and on a daily basis in the business of providing services which are closely similar or identical to those Services solicited by this ITB. If the District determines that the form of the Bidder's business, including a partnership or joint venture, was not created for a legitimate business purpose, could impair the Bidder's performance in response to this solicitation, poses a liability to the District, or is otherwise not in the best interest of the District, then the District reserves the right to disqualify the Bidder and determine that it is not responsible.

2. The Offeror must be licensed to perform the professional services offered in Georgia.

Bidder must be licensed to perform the professional services offered in response to this RFQ in the State of Georgia.

3. Bidder must provide a Federal W-9 Tax Form.

Bidder should also provide a copy of its most recent Federal W-9 Tax Form, showing its Federal Tax Id. Number and Certification.

4. Bidder must demonstrate past experience that satisfies the District that the Offeror has a past history of providing services on design construction projects.

Bidder must be in the business of providing the offered professional services for design construction projects including but not limited to schools, hospitals, office buildings, or other public buildings, that satisfies the District that Bidder has the experience and capacity to assist with design construction projects with strict completion deadlines to ensure that buildings are completed in time to be ready for the beginning of an academic term. To demonstrate the Bidder's past experience, the Bidder shall provide the District with a list of its five (5) representative projects in terms of size and dollar value where Bidder has been contracted directly with the owner to provide architectural, mechanical, electrical, and plumbing services and state:

- 1) the Project Owner (entity name, a contact name, and contact phone number),
- 2) the Project Name
- 3) the Type of Service
- 4) the Size of the Building (in square feet)
- 5) the Project Address (Street, City, State, Zip)
- 6) the Original Project Budget
- 7) the Actual, Final Project Cost
- 8) the Construction Start Date
- 9) the Actual Completion Date

5. The Bidder must be able to demonstrate an ability to meet the District's insurance requirements.

The bidder must be able to demonstrate an ability to meet the following minimum insurance requirements. Additional insurance may be required on a case-by-case basis for future projects.

- A. Commercial General Liability Insurance**, including Bodily Injury, Property Damage, Personal Injury, Blanket Contractual and Broad Form Property Damage Coverage including Products and Completed Operations, and XCU exposure with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate.
- B. Commercial Automobile Liability Insurance**, including owned, non-owned, leased and hired motor vehicle coverage with limits not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- C. Worker's Compensation Insurance** Statutory limits in accordance with O.C.G.A.34-9-120 et. seq.
- D. Umbrella Insurance** with a limit of not less than \$1,000,000 per claim, \$1,000,000 aggregate.
- E. Professional Liability Insurance** for the professional services provided by Offeror with limits not less than \$1,000,000 per occurrence, \$2,000,000 aggregate.

Any deductibles and self-insurance retention may not be greater than \$25,000. A bidder may satisfy the commercial automobile liability insurance policy requirement by having a commercial general liability that includes automobile coverage with limits equal to those required of a separate commercial automobile liability insurance policy. If a bidder cannot obtain automobile liability insurance because it does not own any vehicles of its own, it can satisfy the auto insurance coverage by having a non-owned and hired motor vehicle coverage endorsement for its commercial general liability insurance policy.

If the Bidder believes that additional insurance coverages other than those listed in Attachment A are required to ensure coverage for damages arising out of the performance of this contract, then Bidder should notify the district by the deadline for requests for interpretation and material substitution, **on or before the close of business, 5:00 p.m. Monday, November 29, 2021.**

6. Satisfactory Civil Litigation and Criminal History.

The Bidder must have a satisfactory civil litigation and criminal history, as determined in the discretion of the District. To evaluate the Bidder's civil litigation and criminal history, Bidder shall

1. List any criminal penalties imposed on Bidder or of any person, subsidiary, or affiliate of the Bidder, arising out of obtaining, or attempting to obtain a public contract or private contract to subcontract part of a public contract, or in the course of performing such contract or subcontract in the last twenty (20) years.
2. List any criminal penalties imposed on Bidder or on any person, subsidiary, or affiliate of the Bidder for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affect the responsibility of the Bidder in the last twenty (20) years.
3. List any civil litigation alleging that Bidder failed to complete a construction project on time, performed defective work, or otherwise breached a construction contract in the last ten (10) years.
4. List any civil litigation alleging that Bidder injured any person or caused any property damage in the performance of construction work or as a result of defective construction work in the last ten (10) years.
5. List any prior suspensions or debarments that would prevent Bidder from bidding on any public works construction projects by any federal, state, or local government entity in the last ten years (10) years.

7. Bidder Must Demonstrate a Willingness to Comply with O.C.G.A. § 13-10-91 and E-Verify.

Bidders must demonstrate a willingness to comply with O.C.G.A. § 13-10-91, a Georgia statute that prohibits a public employer such as the District from entering into any contract with a contractor who fails to participate in the federal work authorization program E-Verify or fails to demonstrate that it is not required to participate in the E-Verify program. Bidder may accomplish this by providing the affidavit(s) or other documentation required O.C.G.A. § 13-10-91. While the District provides sample O.C.G.A. § 13-10-91 affidavit forms in this RFQ, Bidders are solely responsible for familiarizing themselves with their obligations under O.C.G.A. § 13-10-91 and making sure that they provide the District with the required documentation.

8. Bidder Must Demonstrate a Willingness to Accept a Fee Not Greater than the Fees Set Forth in Board Policy FGC-E (2) OR FGC-E(3).

While the District reserves the right to negotiate a lower fee, Offeror agrees that its fees will not exceed those approved by the Board in Policy FGC-E (2), which governs a flat fee for a large renovation or addition project, or Policy FGC-E(3), which governs hourly rates for smaller engineering projects, as may subsequently amended. A copy of current policies FGC-E (2) and FGC-E(3) are attached as an exhibit to this solicitation.

9. Bidder Must Demonstrate a Willingness to Enter Contracts Substantially Similar to the Attached Sample Contract.

While the District reserves the right to negotiate any and all contract terms for any future contract, Offeror agrees that it would enter into future contract substantially similar to the attached sample contract, and the District may reject any proposed contract that is not substantially similar, in the District's sole discretion, to the proposed Sample Contract.

L. The District's Reservation of Rights to Cancel this RFQ, to Amend the RFQ Process, to Disqualify Bidders, and to Waive Irregularities and Technicalities.

The District, in the discretion of the Purchasing Director, the Chief Financial Officer, the Superintendent, or the District's governing body, the elected School Board, may cancel this RFQ at any time before the District prequalifies any Bidders. Regardless of whether any Bidders are prequalified, the District may decline to proceed with the construction of the new K-12 school or may decide to use a different or new process to prequalify bidders or solicit bidders or offerors for the project

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

The District further reserves the right to amend this RFQ in any way after the deadline for the submission of Qualifications Statements (without cancelling the RFQ in its entirety), except the District will not amend the original Qualifications Statements formatting or submission requirements. Non-exclusive example of such an amendment to this RFQ may be the addition of an inadvertent omission from the project specifications.

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

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

The District has the right to disqualify a bid of any Bidder on the basis that the Qualifications Statement is "nonresponsive" or the Bidder is "not responsible."

A Qualifications Statement shall be deemed "nonresponsive" if it fails to include all of the information or documents required by this RFQ.

A Bidder shall be deemed "not responsible" if the District determines that the Bidder fails to meet the minimal requirements for prequalification set forth in this RFQ.

The District reserves the right to request a Bidder to provide additional information in response to any concern that a Bidder may not be a "responsible" Bidder. Failure to provide the requested additional information, in itself, will be sufficient grounds for the District to declare the Bidder to be not "responsible" for the purposes of this RFQ.

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

M. Public Information.

It is the policy of the District that at the conclusion of the selection process, the contents of all Qualifications Statements will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the Qualifications Statement. Failure to list all proprietary sections of the submitted bid shall relieve the District from any responsibility should such information be viewed by the public, a competitor, or be in any way accidentally released.

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

N. Bidder Questions, Requests for Interpretations, Requests for Substitution of Services or Changes to Proposed Contract terms, and Issuance of Addenda.

If a Bidder should have any questions relating to this RFQ, including but not limited to the interpretation of RFQ language, the specifications for the goods and/or services requested, the terms of sample contract provisions attached to this solicitation, the preparation or submission of bids, or the evaluation and contract award process outlined in this RFQ, the Bidder may deliver written requests for interpretation to the following to the Purchasing Department through the e-Builder program. For technical support questions with using e-Builder only, please contact support@e-builder.net or call 888-288-5717.

All answers to questions or requests to substitute services or contract terms shall be made by addenda to the ITB and shall be made available to all Bidders through e-Builder and on the District’s website. While the District will also make a good faith effort to send any addenda to all Bidders who have registered to respond to this solicitation through the e-Builder Portal, submitted requests for interpretations to the District, or otherwise communicated an interest to receive notice of addenda through e-Builder, the District’s failure to provide a Bidder with individualized notice of an addenda will not provide a Bidder with grounds to protest the implementation of this ITB. Bidders are ultimately responsible themselves for keeping track of addenda issued by the District before the deadline for submitting bids in response to this ITB.

All requests for interpretation or substitutions must be submitted to the Purchasing Department on or before the close of business, 5:00 p.m. on Monday, November 29, 2021 through e-Builder. The District shall not be required to answer any questions about this ITB submitted after this date.

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

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

O. Protests.

Any actual Offeror or bona fide prospective Offeror who is aggrieved in connection with this RFP may protest to the Purchasing Director by email to purchasing@sccpss.com. **Please include the “RFP NUMBER, NAME, AND PROTEST” clearly marked in UPPER CASE in the subject line of the email.** It is incumbent upon the Offeror to receive confirmation from the Purchasing Department that its protest has been received. Offerors who do not receive confirmation of the protest by email during normal business hours of 9:00 a.m. to 5:00 p.m. on the day the protest is sent should call the Purchasing Department to confirm receipt of the protest at (912) 395-5572.

By submitting a bid in response to this ITB without filing a protest observing the deadlines set forth below, the Bidder waives any objection to the content of this ITB (including any attachment or addenda issued prior to the submission date) as well as any objection to any procedure outlined therein. Protests filed after the deadline for submissions shall only concern the implementation of the ITB as applied to the Bidder or addenda issued after the submission date.

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

Any protest filed after the submission deadline shall be submitted within five business (5) days after the action by the District on which the grievance is based, but in no case later than five business (5) days after the date of the District’s notice of intent to award a contract for the provision of goods and/or services requested in his ITB, which will be transmitted by email to all Bidders.

The District shall not intentionally withhold information that is stated in this ITB to be forthcoming at certain intervals, but failure of the District to notify a Bidder who might be aggrieved by the content of such notification shall not give rise to any claim or rights resulting from said failure. Only formal protests will be considered, and in order for a protest to be considered as formal, it must be presented in written form by email to purchasing@sccpss.com, and must contain a minimum of the following:

- A specific identification of the statutory or regulatory provision(s) that the District’s purchasing staff member or department is alleged to have violated,
- A specific description of each act alleged to have violated the statutory or regulatory provision(s) identified above,
- A precise statement of the relevant facts that include timelines and all involved parties, and
- An identification of the issue(s) that needs to be resolved that support the protest.

The letter of protest shall be taken under consideration by the Chief Financial Officer and/or the Superintendent, who shall respond to the protesting Bidder within ten (10) business days of receipt of the letter of protest. The initial written response may explain that the Chief Financial Officer and/or the Superintendent need additional time to review the Protest. In any event, a final decision will be issued on the Protest by the Chief Financial Officer and/or the Superintendent before the execution of a final contract with the successful Bidder. This written decision shall be final and conclusive.

P. Bidders Not Entitled to Reimbursement for their Costs Associated with Submitting Qualifications Statements.

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

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

Q. Gratuity Prohibition.

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

R. Certification of Independent Submission of Bids.

By submitting a Qualifications Statement in response to this RFQ, the Bidder must certify that:

1. The information in its Qualifications Statement has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition with any other Bidder or with any competitor;
2. The information in its Qualification's Statement has not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the District's final determination regarding this RFQ, directly or indirectly to any other Bidder or to any competitor;
3. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a Qualifications Statement for the purpose of restricting competition; and,
4. In the event the Bidder is a partnership or joint venture, each party thereto certifies the above.

[ITB Continues on Next Page]

III. ITB ATTACHMENTS, SPECIFICATIONS, SAMPLE CONTRACTS, AND FORMS

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

A. Attachment A: The following forms are to be completed and uploaded in a PDF format through E-Builder. The returned forms and any supporting documentation, collectively, shall constitute the Bidder's Qualifications Statement.

1. Solicitation Form 1: **Qualifications Statement Submission Checklist.** A checklist to help Bidders and Purchasing Agents determine that all required information is submitted for Bidder's Qualifications Statement. (to be included on the front of any submission).
2. Solicitation Form 2: **Bidder's Basic Business and Bonding Information:** This form provides a place for Bidder to provide its basic business and contact information, describe its business structure, and summarize its bonding capacity.
3. Solicitation Form 3: **Bidder's Past Project history.** Form for information pertaining to Bidder's Past Construction Project History
4. Solicitation Form 4 **Bidder's Past Civil Litigation and Criminal History.** Form for Bidder to provide information pertaining to Bidder's past Civil Litigation and Criminal History.
5. Solicitation Form 5: **Contractor Affidavit Under O.C.G.A. § 13-10-91.** Required by the State of Georgia O.C.G.A. § 13-10-91 (b) (1) for all firms providing service(s) to public sector entities. This form requires compliance regarding hiring and verification of employees.
6. Solicitation Form 6: **Non-Influence Affidavit:** While not every construction or design professional contract for the District is subject to the requirements of O.C.G.A. § 36-91-21, O.C.G.A. § 36-91-21(d) prohibits prospective bidders from attempting to prevent competition for a public works construction project. As the bid amount and type of work may determine the applicability of O.C.G.A. § 36-91-21, the District requires O.C.G.A. § 36-91-21(d) compliant affidavits for all construction-related projects, even if not strictly required by statute.

B. Attachment B: Board Policy FGC-E(2) (For Reference Only)

C. Attachment C: Board Policy FGC-E(3) (For Reference Only)

D. Attachment D: Sample Contract

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
RFQ C22-04 - ATTACHMENT A**

SOLICITATION FORMS

1. Solicitation Form 1: Bid Submission Checklist.
2. Solicitation Form 2: Bidder's Basic Business and Bonding Information
3. Solicitation Form 3: Bidder's Past Project History
4. Solicitation Form 4: Bidder's Past Civil Litigation and Criminal History
5. Solicitation Form 5: Contractor Affidavit Under O.C.G.A. § 13-10-91.
6. Solicitation Form 6: Non-Influence Affidavit

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
SOLICITATION FORM 1**

Statement of Qualifications Checklist

Please include this Statement of Qualifications Checklist on the front of your response to this RFQ **and check which documents are included.**

- Solicitation Form 1: Statement of Qualifications Checklist.
- Solicitation Form 2: Offeror's Basic Business and Bonding Information
- Solicitation Form 3: Offeror's Past Project History
- Solicitation Form 4: Offeror's Past Civil Litigation and Criminal History
- Solicitation Form 5: Contractor Affidavit Under O.C.G.A. § 13-10-91
- Solicitation Form 6: Non-Influence Affidavit
- If Offeror is a corporation or LLC, a copy of the Offeror's current Annual Corporate Registration for its State of Incorporation.
- If a Offeror is a corporation or LLC but not a Georgia domestic corporation or LLC, a copy of a certificate showing that Offeror is a foreign corporation or LLC registered to transact business in Georgia.
- If Offeror is a partnership or joint venture, a copy of Offeror's current partnership or joint venture agreement.
- Documentation showing that Offeror is licensed to perform the offered professional services in Georgia.
- Documentation showing that Offeror can meet all of the District's insurance requirements if awarded a contract.
- A copy of the Bidder's Federal W-9 Tax Form, showing its Federal Tax Id. Number and Certification
- Additional Documents Submitted by Bidder in Support of its Qualifications Statement

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
SOLICITATION FORM 2**

Bidder's Basic Business and Bonding Information

Full Legal Name of Business Organization: _____

Name and Position of Primary Contact: _____

Street Address: _____

Phone: (____) _____ Fax: _____ Email: _____

Federal Tax Id Number: _____ E-Verify Number: _____

Form of Business: { } Corporation { } Sole Proprietorship
{ } Partnership* { } Limited Liability Partnership
{ } Limited Liability Corporation { } Joint Venture*
{ } Other _____

Which of the following services does Offeror propose to offer to the District:

- Architectural Services**
- Engineering Services**

If Offeror is a corporation or LLC, please write in the state of incorporation _____ and submit a copy of the Offeror's current Annual Corporate Registration for its state of incorporation.

If Offeror is a corporation or LLC but not a Georgia domestic corporation or LLC, please check this box and submit a copy of a certificate showing that Offeror is a foreign corporation or LLC registered to transact business in Georgia.

If Offeror is a partnership or joint venture, please list the names of all partners and provide a copy of Offeror's current partnership or joint venture agreement:

Partner/Joint Venturer 1: _____

Partner/Joint Venturer 2: _____

Partner/Joint Venturer 3: _____

Partner/Joint Venturer 4: _____

If more than 4 partners/joint venturers, please attach a separate list.

- Is Offeror licensed to perform the offered professional services in the State of Georgia? If yes, please check this box and submit documentation showing license to perform the offered professional services. If not, Bidder will not be prequalified.
- Does Offeror have the required insurance limits? If yes, please submit certificates of insurance or a letter from an insurer indicating Offeror can obtain the required limits if offered a contract.
- The Offeror has reviewed Board Policy FGC-E (2) and FGC-E(3) and agrees that its fees will be less than or equal to the amounts listed in the policies.
- The Offeror has reviewed the attached Sample Contract and agrees that the District reserves the right to reject any proposed future contract that is not substantially similar to the proposed Sample Contract.

Signature and Certification

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

This ____ day of _____ 202____ By: _____
Name (printed)

Title *Signature*

Company

Acknowledge Receipt of Addendum(s) # _____ # _____ # _____ # _____ # _____

D. NOTARY:

Subscribed and sworn before me on

This the _____ day of _____, 202____

Notary public

My commission expires

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
SOLICITATION FORM 3**

Past Project History:

Project 1:

<p><u>Project Owner Name</u></p> <hr/> <p><u>Street Address (1)</u></p> <hr/> <p><u>City State Zip</u></p> <hr/> <p><u>Contact Name and Phone#</u></p> <hr/>	<p><u>Project Name</u></p> <hr/> <p><u>Street Address (1)</u></p> <hr/> <p><u>City State Zip</u></p> <hr/>
<p><u>Type of Service (e.g. Mechanical, Electrical, and Plumbing Services)</u></p> <hr/> <p><u>Building Size (square feet)</u></p> <hr/> <p><u>Start Date (Month/Year)</u></p> <hr/>	<p><u>Original Project Budget</u></p> <hr/> <p><u>Actual Final Project Cost</u></p> <hr/> <p><u>Completion Date (Month/Year)</u></p> <hr/>

Project 2:

<p><u>Project Owner Name</u></p> <hr/> <p><u>Street Address (1)</u></p> <hr/> <p><u>City State Zip</u></p> <hr/> <p><u>Contact Name and Phone #</u></p> <hr/>	<p><u>Project Name</u></p> <hr/> <p><u>Street Address (1)</u></p> <hr/> <p><u>City State Zip</u></p> <hr/>
<p><u>Type of Service (e.g. Mechanical, Electrical, and Plumbing Services)</u></p> <hr/> <p><u>Building Size (square feet)</u></p> <hr/> <p><u>Start Date (Month/Year)</u></p> <hr/>	<p><u>Original Project Budget</u></p> <hr/> <p><u>Actual Final Project Cost</u></p> <hr/> <p><u>Completion Date (Month/Year)</u></p> <hr/>

Project 3:

<p><u>Project Owner Name</u></p> <p><u>Street Address (1)</u></p> <p><u>City State Zip</u></p> <p><u>Contact Name and Phone #</u></p>	<p><u>Project Name</u></p> <p><u>Street Address (1)</u></p> <p><u>City State Zip</u></p>
<p><u>Type of Service (e.g. Mechanical, Electrical, and Plumbing Services)</u></p> <p><u>Building Size (square feet)</u></p> <p><u>Start Date (Month/Year)</u></p>	<p><u>Original Project Budget</u></p> <p><u>Actual Final Project Cost</u></p> <p><u>Completion Date (Month/Year)</u></p>

Project 4:

<p><u>Project Owner Name</u></p> <p><u>Street Address (1)</u></p> <p><u>City State Zip</u></p> <p><u>Contact Name and Phone #</u></p>	<p><u>Project Name</u></p> <p><u>Street Address (1)</u></p> <p><u>City State Zip</u></p>
<p><u>Type of Service (e.g. Mechanical, Electrical, and Plumbing Services)</u></p> <p><u>Building Size (square feet)</u></p> <p><u>Start Date (Month/Year)</u></p>	<p><u>Original Project Budget</u></p> <p><u>Actual Final Project Cost</u></p> <p><u>Completion Date (Month/Year)</u></p>

Project 5:

<p><u>Project Owner Name</u></p> <p><u>Street Address (1)</u></p> <p><u>City State Zip</u></p> <p><u>Contact Name and Phone #</u></p>	<p><u>Project Name</u></p> <p><u>Street Address (1)</u></p> <p><u>City State Zip</u></p>
<p><u>Type of Service (e.g. Mechanical, Electrical, and Plumbing Services)</u></p> <p><u>Building Size (square feet)</u></p> <p><u>Start Date (Month/Year)</u></p>	<p><u>Original Project Budget</u></p> <p><u>Actual Final Project Cost</u></p> <p><u>Completion Date (Month/Year) Completion</u></p>

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
SOLICITATION FORM 4**

Civil Litigation and Criminal History

If additional space needed, please attach a supplement.

<p>1. List any criminal penalties imposed on Bidder or of any person, subsidiary, or affiliate of the Bidder, arising out of obtaining, or attempting to obtain a public contract or private contract to subcontract part of a public contract, or arising out of the performance of such contract or subcontract in the last twenty (20) years.</p>
<p>2. List any criminal penalties imposed on Bidder or on any person, subsidiary, or affiliate of the Bidder for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affect the responsibility of the Bidder in the last twenty (20) years.</p>
<p>3. List any civil litigation alleging that Bidder failed to complete an engineering project on time, performed defective work, or otherwise breached a contract in the last ten (10) years.</p>
<p>4. List any civil litigation alleging that Bidder injured any person or caused any property damage in the performance of engineering work or as a result of defective engineering work in the last ten (10) years.</p>
<p>5. List any prior suspensions or debarments that would prevent Bidder from bidding on any public works construction projects by any federal, state, or local government entity in the last ten years (10) years.</p>

**BOARD OF PUBLIC EDUCATION FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM
SOLICITATION FORM 6**

NON-INFLUENCE AFFIDAVIT

Certification under Oath:

O.C.G.A. § 36-91-21 provides in pertinent part:

(d) Whenever a public works construction contract for any governmental entity subject to the requirements of this chapter is to be let out by competitive sealed bid or proposal, no person, by himself or herself or otherwise, shall prevent or attempt to prevent competition in such bidding or proposals by any means whatever. No person who desires to procure such work for himself or herself or for another shall prevent or endeavor to prevent anyone from making a bid or proposal therefore by any means whatever, nor shall such person so desiring the work cause or induce another to withdraw a bid or proposal for the work.

(e) Before commencing the work, any person who procures such public work by bidding or proposal shall make an oath in writing that he or she has not directly or indirectly violated subsection (d) of this Code section. The oath shall be filed by the officer whose duty it is to make the payment. If the contractor is a partnership, all of the partners and any officer, agent, or other person who may have represented or acted for them in bidding for or procuring the contract shall also make the oath. If the contractor is a corporation, all officers, agents, or other persons who may have acted for or represented the corporation in bidding for or procuring the contract shall make the oath. If such oath is false, the contract shall be void, and all sums paid by the governmental entity on the contract may be recovered by appropriate action.

STATE OF GEORGIA
COUNTY OF _____

I do solemnly swear on my oath that, as to the Contract dated _____, 202_____,
between

_____ and The Board of Public Education for the City of Savannah and the County of Chatham, Georgia, I have not directly or indirectly influenced or the attempted exertion of any influence on behalf of the firm on behalf of which this affidavit is made, in any way, manner, or form in the purchase of materials, equipment, or other items involved in construction, manufacture, or employment of labor under the aforesaid Contract by or on any employee, officer, or agent of the Board, or any person connected with SCCPSS in any way whatsoever and I have not directly or indirectly violated subsection (d) of OCGA 36-91-21.

BY: _____
Authorized Signature (BLUE INK PLEASE)

Printed Name Title

Sworn to and subscribed before me this ____ Day of _____, 202_____.

Notary Public

My commission expires: _____
(SEAL)

NOTE: THE NOTARY SEAL MUST BE APPLIED UNDER GEORGIA LAW, WHETHER OR NOT THE LAW OF THE STATE WHERE EXECUTED PERMITS OTHERWISE.