



*Savannah-Chatham County Public School System*

208 Bull Street / Savannah, Georgia 31401 / 912.395.5600

March 6, 2016

Ladies and Gentlemen:

The Savannah-Chatham County Public School System wishes to announce that we are requesting **Statements of Qualifications for Design Professional Services for Garden City Elementary Re-roofing Project under RFQ C16-43 (ESPLOST)**, by a firm authorized to do business in the State of Georgia **A Mandatory Pre-Proposal Conference will be held on Wednesday, March 23, 2016 at 10:00 A.M., on site at Garden City Elementary, located at 4037 Kessler Avenue, Savannah, Georgia 31408.** Offerors will meet at the front entrance of the facility. An accompanied site visitation will follow. Statements of Qualifications (sometimes referred to herein as "Statement(s)" or "Proposal(s)") will not be accepted from any firm that is not represented at the Mandatory Pre-Proposal conference.

Enclosed is a Request for Qualifications (RFQ) (sometimes referred to herein as "Request for Proposals" or "RFP") packet which outlines the services being solicited and instructions which describe the submission of the Statement of Qualifications. This cover letter is not a part of the Request for Qualifications (RFQ) and information herein is for reference only. All Statements of Qualifications should be delivered to the District Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401. The advertising dates for this RFQ C16-43 are **March 6, 2016 through March 19, 2016 and March 20, 2016 through April 7, 2016.** **Statements of Qualifications will be accepted prior to 11:00 A.M. on Thursday, April 7, 2016,** at which time they will be entered into a register which will be available for public review. If you wish to receive a copy of the register, please enclose a self-addressed stamped envelope with your Statement of Qualifications, and a copy of the register will be mailed to you.


It is the policy of the Board of Education to maximize the utilization of qualified local, minority, and women owned business enterprises ("LMWBEs") who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District's facilities construction, maintenance and repair programs. The Board expects that prime contractors on district construction projects will make and document good faith efforts to maximize the utilization of qualified LMWBEs as subcontractors and suppliers. The Board also promotes capacity building within the local construction community and encourages the use of partnerships, teaming and mentorships to provide LMWBEs with relevant and necessary experiences to grow their business.

Statements of Qualifications received after the time and date for submittal stipulated in the RFQ will not be opened or considered, and will be returned to the Offeror unopened. The time of receipt shall be determined by the time stamp in the Purchasing Department. Offerors are responsible for ensuring that their Statements of Qualifications are stamped by Purchasing Department personnel before the deadline indicated.

If you desire a copy of all Project Documents via US Mail, FedEx, or UPS, please notify the Savannah-Chatham County Public School System's Purchasing Department at (912) 395-5572. As a courtesy, an unofficial copy of the solicitation document (only) may be available via the District's web page at [www.sccpss.com](http://www.sccpss.com).

If you have any questions concerning this RFQ, please submit them in writing to the address above or fax them to 912-201-7648. Verbal inquiries will not be considered. Your interest and participation in submitting a Statement of Qualifications in response to this RFQ is greatly appreciated.

Very truly yours,

  
Sabrina Scales, CPPB  
Purchasing Director

# REQUEST FOR QUALIFICATIONS: Design Professional Services RFQ C16-43 (ESPLOST)

*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"*

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## **CONE OF SILENCE REQUIREMENTS:**

A "Cone of Silence" is imposed upon this Request for Qualifications (RFQ) after advertising, and terminates at the time the Board of Education awards a contract. The Cone of Silence prohibits any communications by written, oral, or electronic form by, or on behalf of, a prospective offeror for this solicitation, including any persons affiliated with or in any way related to a prospective offeror, and any member of the Board of Education, the superintendent or his staff, any persons involved in evaluating the statements for qualifications (proposals), program managers, or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular vendor or vendors and to prevent prospective offerors from circumventing the process for selection set forth in this RFQ.

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

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

## **I. GENERAL / INTRODUCTION**

The Board of Public Education for the City of Savannah and the County of Chatham (hereinafter referred to as "the District") is soliciting competitive sealed Statements of Qualifications for Design Professional Services for the re-roofing Garden City Elementary. ("Statement of Qualifications" may herein be abbreviated "Statement" or "Response" or "Proposal." "Design Professional" is commonly abbreviated as "DP.") Each responding firm (hereinafter each referred to as "the Offeror") must be authorized to do business in the State of Georgia and experienced in design and construction administration of new K-12 public schools or educational support facilities. Offerors shall meet the terms and conditions set forth in this document and all attachments.

The competitive sealed Statement of Qualifications process stipulated in this RFQ differs from competitive sealed bidding in two important ways:

- It permits negotiation and discussions with competing Offerors, and
- It allows comparative judgmental evaluations to be made on various criteria in addition to cost, for award of a contract.

The advertising date(s) for Request for Qualifications (RFQ) C16-43 are **March 6, 2016 through March 19, 2016 and March 20, 2016 through April 7, 2016.**

Statements of Qualifications should be delivered to the District Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401.

**Statements of Qualifications will be accepted prior to 11:00 A.M. on Thursday, April 7, 2016.** This deadline for Statements of Qualifications will be extended at least 72 hours, excluding Saturdays, Sundays, and legal holidays, if the District issues any addenda modifying the plans or specifications for the project within a period of 72 hours, excluding Saturdays, Sundays or legal holidays, prior to the advertised time for opening the Statements of Qualifications. Under such circumstances, it will not be

necessary to re-advertise the RFQ. Any addenda released within 72 hours of the advertised time for opening the Statements of Qualifications will be provided to all firms that attend the Mandatory Pre-Proposal Conference.

**A MANDATORY Pre-Proposal Conference will be held "On Site" on Wednesday, March 23, 2016 at 10:00 A.M., on site at Garden City Elementary, located at 4037 Kessler Avenue, Savannah, Georgia, 31408. Bidders will meet at the front entrance of the facility. An accompanied site visitation will follow. Proposals will not be accepted from any firm that is not represented at the Mandatory Pre-Proposal conference.**

## **STANDARD TERMS AND CONDITIONS OF REQUEST FOR QUALIFICATIONS**

This Section includes basic minimum standard requirements established by the District for the performance of DESIGN PROFESSIONAL Services sought by the District. Additionally, this Section includes the basic minimum requirements established by the District for responding properly to this RFQ; any Statement of Qualifications which does not respond in a manner that meets these requirements will be considered non-responsive, and the Offeror will not be considered for award of a Contract. NOTE that important additional requirements are stipulated in Attachments to this RFQ.

### **A. Owner Administration of Project**

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

### **B. Receipt & Registration of Statements of Qualifications**

Statements of Qualifications (and any subsequent modifications) will be time-stamped upon receipt. Immediately after the date and time stipulated for receipt of all Statements of Qualifications, all Statements that were delivered in a timely manner will be entered into a register, which will be available for public review. The Statements will not then be publicly opened, and no information contained within the Statements of Qualifications shall be released or discussed. Statements and modifications will be shown only to District personnel having a legitimate interest. Only after award of a Contract will statements be open to public review.

Statements of Qualifications received after the time and date for submittal stipulated herein this RFQ will be returned to the Offeror unopened. The time of receipt shall be determined by the time stamp in the Purchasing Department. Offerors are responsible for ensuring that their Statement of Qualifications are stamped by Purchasing Department personnel before the deadline indicated. Statements received after the time and date for submittal stipulated herein this RFQ will not be opened, reviewed, or considered.

The District assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of any documents related to this RFQ.

**C. Scope of Services**

The Scope of Services to be provided is detailed in Attachment A, "SCOPE OF SERVICES, FORM OF PROPOSAL, SELECTION PROCESS AND FORM OF AGREEMENT" (including exhibits attached thereto).

**D. RFQ Clarifications / Addenda**

If any questions should arise prior to the date and time indicated below pertaining to the RFQ documents, Offeror may deliver, mail, or fax (*no verbal communications or e-mails will be accepted*) a written request for clarification or interpretation to:

Savannah-Chatham County Public School System  
Attention: Director of Purchasing  
208 Bull Street, Room 213  
Savannah, GA 31401  
Fax No: 912-201-7648

Any clarification interpretation of documents shall be made by Addendum to the RFQ. At least one Addendum will be issued, which will include as a minimum a list of all potential Offerors who signed attendance at the mandatory Pre-Proposal Conference. A copy of each Addendum issued will be mailed or faxed to each Offeror receiving a set of RFQ documents. **All inquiries to which Offerors wish to see responses included in an Addendum must be submitted on or before 5:00 p.m., on Friday, March 25, 2016.** The District shall not be responsible for any other explanation of questions submitted after this date. The District shall mail, fax, or contact Offeror for pickup of any Addenda within seventy-two (72) hours of the advertised time for opening the Statements of Qualifications.

The Offeror must acknowledge receipt of all Addenda on the CERTIFICATION FORM (Form 1). **Failure by the Offeror to acknowledge each and every Addendum on the CERTIFICATION FORM will render the Offeror's Statement of Qualifications non-responsive.**

**E. Pricing**

In the event the Offeror wishes to provide additional services above and beyond the stated requirements of this RFQ at "no cost" to the District, these services should be identified and included in the RFQ response. Pricing information is not to be included as a part of the Statement of Qualifications. The District has established a Compensation Schedule for Architectural Services (Board Policy FGC-E(2)), based on the Stated Cost Limitation (SCL) of the project. The District reserves the right to negotiate an appropriate fee for any project. Fees shall not exceed amounts approved by the State Board of Education for capital outlay projects.

**F. Signed Statements of Qualifications Considered Offer**

The signed Statement of Qualifications (Proposal) shall be considered an offer on the part of the Offeror, and shall be deemed accepted if the Board of Education votes to accept it following a recommendation of the Purchasing Department and the Superintendent as outlined herein. In case of a default on the part of the Offeror after such acceptance, the District may take such action as it deems appropriate, including legal action for damages or lack of required performance.

**G. Non-Response by Prospective Offerors**

If a Statement of Qualifications is not to be submitted, but Offeror wishes to remain on the District's list of potential providers, Offeror should complete and return the CERTIFICATION FORM (Form 1) and

the LOCAL AND/OR MINORITY / WOMEN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION document (Form 2) found in this packet marked "No Response".

**H. Compliance with Specification / Terms and Conditions**

The Request for Qualifications, Legal Advertisement, General Terms and Conditions, RFQ Submittal Instructions, Special Terms and Conditions, Specifications, Attachments, Offeror's Response, any Addenda, and/or any other pertinent documents form a part of the Offeror's Statement of Qualifications and by reference are made a part hereof.

**I. Communications Regarding Qualifications of Offerors**

All submissions shall be final. Once Statements of Qualifications are submitted, any communication between the Offerors and the District regarding the content of Statements of Qualifications shall take place only at the sole discretion and instigation of the District, and shall occur only in written form.

Verbal clarifications to or discussions regarding any Offeror's submission will be considered by the District ONLY at specified and scheduled oral presentations, for the purpose of:

- Promoting understanding of the District's requirements and the Offerors' Statements.
- Facilitating the possible arrival at an agreement that is most advantageous to the District, taking into consideration established evaluation factors and price.

**J. Errors in Statements of Qualifications**

Offerors are expected to fully inform themselves as to conditions, requirements, and specifications before submitting Statements. Failure to do so will be at the Offeror's own risk. The Offeror may withdraw a Statement of Qualifications prior to the stipulated submittal deadline by requesting to do so in writing; however, this written request must be presented to the District in a manner that is sufficient to make clear that the Offeror seeking to withdraw a Statement of Qualifications is in fact the Offeror indicated on the CERTIFICATION FORM (Form 1) submitted previously as a part of the Statement of Qualifications of which withdrawal is sought.

**K. Public Information**

It is the policy of the District that at the conclusion of the selection process, the contents of all Statement of Qualifications 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, but only if clearly listed and identified as such in the Statement. The District shall not be responsible or liable for its failure to protect trade secrets or proprietary information. In the event that no Contract is awarded as the result of this RFQ, all Offerors will be notified. The District will keep all original Statements and will destroy all copies after 30 days, allowing Offerors opportunity to retrieve the copies should they wish. The original Statements will be kept on file in the District Purchasing Department.

In order to protect any Trade Secret information, the offeror must submit an affidavit pursuant to O.C.G.A. § 50-18-72 affirmatively declaring that specific information in the offeror's Statement of Qualifications (Proposal) constitutes a Trade Secret pursuant to the Georgia Trade Secrets Act, O.C.G.A. § 10-1-760 et. seq. Offerors shall not mark sections of their Statement of Qualifications (Proposal) as "Trade Secret" that do not meet the requirements of O.C.G.A. § 10-1-760 et. seq. Offerors shall not mark sections of their Statement of Qualifications (Proposal) as "Proprietary Information" if they are to be part of the award of the contract and are of a "material" nature. All information submitted as "Trade Secret" or "Proprietary Information" should be submitted in a separate envelope with the appropriate envelope and so indicated and shall include the affidavit

required by the Open Records Act O.C.G.A. § 50-18-72(34). If challenged, the Offeror who submits the "Trade Secret" or "Proprietary Information" will bear all costs associated with their position.

**Offerors should be advised that even information marked as "Trade Secret" or "Proprietary Information" may still be publically disclosed by court order. See O.C.G.A. § 50-18-72.**

**L. Offeror's Essential Credentials and Business Structure**

A responsible Offeror for the purpose of this RFQ is stipulated to be one who meets, or who by the time and date for submittal of Statements of Qualifications stipulated herein this RFQ, can meet all requirements for licensing, bonding, insurance, and service contained within this Request for Qualifications. The District has the right to require any or all Offerors to submit documentation, in addition to that required by this RFQ, of the ability to perform, provide, or carry out the services requested. Offeror's majority (51%) ownership, whether public or private, must be held by citizens or lawful permanent residents of the United States.

The Offeror must be licensed to perform the Services solicited by this RFQ. The Offeror's Georgia Design Professional's license, as well as the name of the individual who serves as the Qualifying Agent for the Offeror are required with each Statement of Qualifications. The Georgia Design Professional's License provided here shall be the one stamped on all Construction Documents used in obtaining a building permit in association with the Work of this Project. As applicable, the Company name on the Georgia Design Professional license must be identical to that name entered on the required CERTIFICATION FORM (Form 1). If the Offeror is a corporation, a copy of a current Annual Corporate Registration issued by the State in which incorporated is required. Also, a copy of the current local business license held by the Offeror, from the municipality where it is located, is required.

This RFQ seeks to solicit Offers from any legal form of business. If the Offeror is a partnership or joint venture (PJV), a copy of the contractual agreement between the participants in the PJV must be provided as a part of the Statement of Qualifications. The PJV 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. The District does not generally desire to enter into "joint-venture" agreements with multiple Construction Management firms. In the event two or more firms desire to "joint-venture", it is strongly recommended that one incorporated firm propose and maintain status as the Construction Management Firm with the remaining firms participating as major consultants.

If a joint venture, information and documentation must be provided to establish whether the joint venture is a business entity created for the purpose of functioning as the joint venture, or whether the joint venture is operated through the existing legal status of the venture partners. All information regarding the legal structure and reporting of income for tax purposes of the PJV must be provided. The District may disqualify from consideration the Offer of any PJV when it determines such disqualification to be in its best interest.

The District WILL NOT enter into an agreement with more than one legal business entity. Additionally, if two or more projects have not been previously undertaken and successfully completed by a PJV Offeror, each party to the PJV responding to this RFQ must submit complete but separate Statements of Qualifications, with each separate Statement making clear that it is a part of a PJV Offer. It is required that each participant in a PJV be routinely and on a daily basis in the business of providing services which are closely similar or identical to those Services solicited by this RFQ.

**M. Standards of Acceptance of Statements of Qualifications for Contract Award**

The District reserves the right to reject all Statements of Qualifications (Proposals) or any Statement of Qualification (Proposal) that is nonresponsive or not responsible and to waive technicalities and informalities. The District reserves the right to not award a contract to any Offeror, to cancel this RFQ (RFP), and re-advertise the project using a similar or different competitive process at any time before the Board of Education votes to award a contract as a result of this RFQ (RFP).

The District has the right to disqualify any Offeror from consideration when such Offeror cannot demonstrate its ability to deliver requested services or when investigation shows it is not in a position to perform the solicited services in a manner that is in the best interest of the District.

The District assumes no responsibility or obligation to the Offerors and will make no payment for any costs associated with the preparation or submission of any documents related to this RFQ, even if it is cancelled or an Offeror is disqualified.

**N. Compliance With Laws**

The Offeror shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State, County, and City statutes, ordinances and rules during the performance of any contract between the District and the Offeror. Any such requirement specifically set forth in any contract document between the Offeror and the District shall be supplementary to this section and not in substitution thereof.

**O. Insurance Requirements**

Before performing any work on the awarded contract, the successful Offeror shall procure and maintain, during the life of said contract, insurance coverage as prescribed in the Form of Agreement (Part 1, Section 1.1.5). The policies of insurance shall be primary and written on forms acceptable to the District and placed with insurance carriers approved and licensed by the Insurance Commission of the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A(-). Further, the contractor will provide copies of all insurance policies required hereunder. No changes are to be made to these requirements without prior written specific approval by the District.

The Offeror shall review the Design Professional Agreement and once contracted, shall be required to shall provide the Specified Coverages and Limits of Insurance. Immediately, and before the start of the Project, the successful Offeror / Design Professional must provide to the District a Certificate of Insurance as evidence of all insurance coverages and limits stipulated therein the Design Professional Agreement. There is no waiver of subrogation rights by either party with respect to insurance. Additionally, within 30 days of notice of award of a Contract, a certified copy of all policies in their entirety (including the Declarations pages) shall be provided to the District.

The Offeror must meet certain minimum insurance requirements at the time a Statement of Qualifications is submitted, which include current certificate(s) and a letter from insurer. Insurance certificates of current existing polices and coverage's will be required as a part of each Statement of Qualifications, as well as a letter from the Offeror's insurer stating that the Offeror can provide required limits of insurance specified by this RFQ, pending award of a contract.



**P. Indemnity Provisions**

To the maximum extent permitted by Georgia law, the Offeror shall indemnify and hold harmless the District its representatives, officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, the District's reasonable attorneys' fees and expenses incurred in the defense thereof, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Offeror or anyone employed or utilized by the Offeror in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

**Q. Certification of Independent Submission**

By submission of a Statement of Qualifications, the Offeror certifies that in connection with this Request for Qualifications:

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

**R. Development of Local and Minority / Woman Business Enterprises.**

It is the policy of the Board of Education to maximize the utilization of qualified local, minority, and women owned business enterprises ("LMWBEs") who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District's facilities construction, maintenance and repair programs. The Board expects that prime contractors on district construction projects will make and document good-faith efforts to maximize the utilization of qualified LMWBE's as subcontractors and suppliers for District Projects. The Board encourages all members of the local construction community, regardless of ownership or size, to work together on District projects so that all can grow their businesses for the benefit of the Savannah-Chatham community. This solicitation is subject to Board policy FG and regulations thereunder.

Offeror shall take all reasonable steps in accordance with this solicitation to insure that local and disadvantaged enterprises have that maximum opportunity to participate in the resulting contract. No Offeror shall discriminate on the basis of race, color, national origin or sex in the award or performance of any subcontracts or purchase orders resulting from or relating to this solicitation. Moreover, the Offeror shall make good faith efforts to select contractors, service providers, vendors, and suppliers from local and disadvantaged enterprises.

The Offeror must demonstrate a good faith effort to provide opportunity for LMWBEs, in part by providing as a part of its Statement of Qualifications the forms provided in this RFQ, which shall be completed in a manner sufficient to provide documentation of such good faith efforts. Those forms pertaining to development of local and disadvantaged enterprises include:

LOCAL AND/OR MINORITY / WOMAN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION (Form 2)

LOCAL AND MWBE GOOD FAITH EFFORTS REQUIREMENTS (Form 3)

LOCAL AND MWBE DEVELOPMENT DOCUMENTATION (Form 4)

Good faith efforts should include, but not be limited to, the following:

- Attend pre-solicitation meetings to inform LMWBEs of subcontracting opportunities.
- Advertise in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.
- Communicate with the City of Savannah's Office of Economic Development to identify available and qualified LMWBE firms.
- Select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.
- Solicit and negotiate with available and qualified LMWBEs for specific subcontracting opportunities.

A local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.

A Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African American: A person having origins in any of the Black racial groups of Africa;
2. Hispanic American: A person of Spanish culture with origins in Mexico, South America, Central America or the Caribbean, regardless of race.

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

For more information regarding how to best provide opportunities for business growth and development for local and disadvantaged business enterprises, please contact:

Savannah Entrepreneurial Center  
801 E. Gwinnett Street  
Savannah, GA 31401  
(912) 652-3582 (Phone)

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Offerors or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this RFQ.

**S. Protests.**

Any actual or bona fide prospective Offeror who is aggrieved in connection with this RFQ may protest to the Purchasing Director. By submitting a Statement of Qualifications in response to this RFQ, the Offeror agrees that this RFQ, as modified by Addendum, is fitting and proper, and that no

claim or grievance against the District that is attributable to the content of the RFQ exists. Any protest shall be submitted within five business (5) days after the action by the District on which the grievance is based.

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

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

The letter of protest shall be taken under consideration by the Chief Financial Officer and the Superintendent, who shall respond to the protesting offeror within ten (10) business days of receipt of the letter of protest. This written decision shall be final and conclusive.

#### **T. Award of Contract.**

The District reserves the right to reject all Statements of Qualifications (Proposals) or any Statement of Qualification (Proposal) that is nonresponsive or not responsible and to waive technicalities and informalities. The District reserves the right to not award a contract to any Offeror, to cancel this RFQ (RFP), and re-advertise the project using a similar or different competitive process at any time before the Board of Education votes to award the contract as a result of this RFQ (RFP).

A contract, if any is awarded, will be awarded by means of the process described in Attachment A - SCOPE OF SERVICES, FORM OF PROPOSAL, SELECTION PROCESS AND FORM OF AGREEMENT (including exhibits attached thereto).

Statements (Proposals) received after the time and date for submittal stipulated herein this RFQ will not be opened, reviewed, or considered. Proposed services, cost, and other factors, including those stipulated above in Article Q, must be met to the satisfaction of the District in order for a Statement to be considered responsive.

The Selection Committee will receive and evaluate all Statements of Qualifications (proposals) submitted in response to this RFQ using the Initial Screening Criteria set forth in Section 8.0 of Attachment A. After evaluating Offerors using this criteria, the Selection Committee will create a short list of at least three (3) Offerors found to be reasonably susceptible of being selected for award. These short-listed Offerors may receive a Request for Project Proposal containing additional project information and instructions. The short-listed Offerors will also be assigned an interview time with the Selection Committee. All Offerors not selected for interviews will be so informed in writing.

Each short-listed Offeror will provide the Selection Committee with its Response to the Request for Project Proposals at the time required by the District which will be prior to its interview with the Selection Committee. None of the short-listed Offeror's responses to the Request for Project Proposals should contain a Fee Proposal. Sealed Fee Proposals should be submitted separately at the conclusion of each interview.

After interviewing the short-listed Offerors and reviewing their Responses to the District's Request for Project Proposals, the Selection Committee will re-evaluate the short-listed Offerors using the criteria set forth in Attachment A. The most qualified Offerors will be ranked in priority order of desirability and declared to be the Finalist Offerors. All firms interviewed will be informed of the selection in writing.

The District has established a Compensation Schedule for Architectural Services (Board Policy FGC-E(2)), based on the Stated Cost Limitation (SCL) of the project. The District reserves the right to negotiate an appropriate fee for any project. Fees shall not exceed amounts approved by the State Board of Education for capital outlay projects.

Following the interview process, the highest-ranked firm will be asked to meet with the Superintendent or his designee to negotiate a final fee proposal for the project to be present to the Board of Education for approval. In the event that the Superintendent or his designee cannot reach a consensus with respect to a final fee proposal with the highest-ranked firm, the second highest-ranked firm will be asked to meet with the Superintendent or his designee to finalize a fee proposal to present to the Board of Education for the project. In the event that a final fee proposal cannot be reached with the second highest-ranked firm, this process will continue with the next firm on the list until an agreement with respect to a final fee proposal is reached.

Once a final fee proposal has been reached, the Finalist Offeror will be presented to the School Board with a recommendation for appointment to the specific project. The Board of Education has discretion to accept the recommendation or reject it.

**U. Offeror Performance.**

The successful Offerors will be evaluated by the District over the duration of the contract period. Performance will be documented. Poor performance may result in the Offeror being disqualified on future RFQs.

**V. Cancellation / Default of Contract.**

Cancellation or Default of a contract shall be as prescribed in Attachment A, "Scope of Service, Form of Proposal, Selection Process and Form of Agreement."

### **III. RFQ SUBMITTAL INSTRUCTIONS**

All Statements of Qualifications must be prepared in the standard format described below in order to facilitate comparison and evaluation. Failure to follow the format or to address an area adequately may cause the Statement to be deemed nonresponsive and therefore, be excluded from consideration. Any proposed deviation from the requested item must be noted and fully explained.

**A. *Completion of CERTIFICATION FORM (Form 1) & LOCAL AND/OR DISADVANTAGED BUSINESS ENTERPRISE DEVELOPMENT INFORMATION Form (Form 2)***

1. Complete the attached CERTIFICATION FORM. Include a contact person for this RFQ with a phone number where that person may be reached. **Include this form as the first page of the submittal.**
2. Complete the LOCAL AND/OR MINORITY/ WOMEN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION Form (Form 2) with pertinent information for local, minority/Women/majority designation. Please also complete the "How Did You Hear About This RFQ?" section. This information is for statistical use only.
3. Complete all required documents within the Forms Section of this RFQ.

**B. RFQ Preparation and Submittal**

All Statements of Qualifications shall be submitted as described in the RFQ documents in the number of required copies and format:

1. Typewritten, single-spaced in a size, not smaller than 11 and not larger than 13 point font, and signed by an authorized representative of the Offeror. ALL SIGNATURE SPACES MUST BE SIGNED BY THE RESPONSIBLE PRINCIPAL ESTABLISHED IN THE CERTIFICATION FORM (FORM 1). Signatures must be original, penned in blue ink; facsimile, printed, copied or typewritten signatures are not acceptable. Smaller fonts may be used as necessary when completing forms, where allowable space is defined.
2. Submitted in a sealed package, which is plainly marked with the RFQ number and title, and date and time of the RFQ submittal deadline. The content of each Statement of Qualifications must be limited to one single binder or package.
3. Submitted on statement forms as included in this RFQ and in accordance with instructions stated above and within the provisions of all Attachments.
4. Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the date and time of the RFQ submittal deadline. Whether sent by mail or by means of personal delivery, the Offeror assumes the risk for having the Statement of Qualifications deposited on time and at the place specified on the first page of this RFQ. Offerors are responsible for ensuring that their Statement of Qualifications are stamped by Purchasing Department personnel before the submittal deadline indicated.
5. Statements of Qualifications or any portions thereof submitted by facsimile or email transmission will not be accepted.
6. Statement of Qualifications are an irrevocable offer for a period of ninety (90) days from the date of the RFQ submittal deadline.

Offerors are encouraged to review carefully all provisions and attachments of this document prior to submission. Each Statement constitutes an offer and may not be withdrawn or modified except as provided herein. Offerors shall provide the original and specified number of copies of Statements containing all pertinent documentation. The District assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the Statement.

**IV. SCCPSS RFQ FORMS**

The Savannah-Chatham County Public School System (SCCPSS) Forms listed below are a part of this RFQ. In order for a Statement of Qualifications to be considered responsive, Forms 1 thru 10 must be fully completed, executed, and submitted as a part of the Statement. Failure to submit and execute the forms will render a Statement non-responsive. The actual Forms are found at the end of this RFQ, subsequent to any Sections that follow this Section, IV. "SCCPSS RFQ FORMS."

- FORM 1:** CERTIFICATION FORM: Certifies that the offeror has carefully reviewed all provisions of the solicitation and hereby agree to be bound by said provisions of this package.
- FORM 2:** LOCAL AND/OR MINORITY / WOMEN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION: Required to assist District with documenting status of participating offerors.
- FORM 3:** LOCAL AND MWBE GOOD FAITH EFFORTS REQUIREMENTS: Required for certifying and documenting evidence of good faith efforts to utilize local and Disadvantage Business Enterprises on this contract.
- FORM 4:** LOCAL AND MWBE DEVELOPMENT DOCUMENTATION: Required to assist District in evaluating good faith efforts of Offerors.

- FORM 5:**            **DISCLOSURE OF RESPONSIBILITY STATEMENT:** Certifies and documents Offeror's ability or responsiveness to provide services in accordance with governmental business practices.
- FORM 6:**            **CONTRACTING AFFIDAVIT AND AGREEMENT:** Required by O.C.G.A. § 13-10-91 for all firms providing service(s) to public sector entities. This form requires compliance regarding hiring and verification of employees.
- FORM 7:**            **FORM OF BUSINESS DISCLOSURE STATEMENT:** Confirms identity and legal status of Offeror.
- FORM 8:**            **STATEMENT OF ACTIVE PARTICIPATION IN SCCPSS SCHOOLS:** Documents active participation in SCCPSS schools as encouraged by Board Policy FGC.
- FORM 9:**            **SUBCONTRACTOR AFFIDAVIT:** Required by O.C.G.A. § 13-10-91(b)(3) for all firms providing service(s) to public entities. This form requires compliance regarding hiring and verification of employees.
- FORM 10:**         **SUB-SUBCONTRACTOR AFFIDAVIT:** Required by O.C.G.A. § 13-10-91(b)(4) for all firms providing service(s) to public entities. This form requires compliance regarding hiring and verification of employees.

**V.                    ATTACHMENTS TO RFQ**

The following listed attachments to this RFQ, including any exhibits attached thereto, are a part of this RFQ as if included herein the main body of this RFQ verbatim.

**Attachment A:** SCOPE OF SERVICES, FORM OF PROPOSAL, SELECTION PROCESS AND FORM OF AGREEMENT (including exhibits attached thereto)

**CERTIFICATION FORM**  
**RFQ C16-43**

The undersigned Offeror certifies that he/she has carefully read the preceding list of instructions to Offerors and all other data applicable hereto and made a part of this Request for Qualifications. Offeror further certifies that the Statement of Qualifications (Proposal) submitted is in accordance with all documents contained in this RFQ, and that any exception taken thereto may disqualify his/her Statement of Qualifications, and that any misrepresentation of facts hereby subject Offeror to debarment from future District procurement. Offeror understands and agrees all Statements of Qualifications are FINAL.

**The Offeror in response to this RFQ is hereby stipulated to be none other than\*:**

\_\_\_\_\_ **Company** \_\_\_\_\_ **Federal Taxpayer ID No.**

\_\_\_\_\_ **Street Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Phone No.** \_\_\_\_\_ **Fax No.**

\_\_\_\_\_ **Responsible Principal** \_\_\_\_\_ **Phone Number of Responsible Principal**  
*\*If the Offeror is a joint venture that is a business entity created for the purpose of functioning as the joint venture, enter above the correct legal information for the joint venture business entity which intends to enter into a contract with the District for the Services solicited by this RFQ. If the joint venture is operated through the existing legal status of the venture partners, enter above the correct legal information for only the one venture partner with majority participation in the joint venture, or if all venture partners are equal in the joint venture, enter information for only the venture partner which intends to enter into a contract with the District for the Services solicited by this RFQ.*

**IF different than the Responsible Principal listed above, the Contact Person for this RFQ is hereby authorized to be\*:**

\_\_\_\_\_ **Contact Person for this RFQ** \_\_\_\_\_ **Phone Number of Contact Person**

Receipt of the following Addenda is hereby acknowledged: # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_  
*(All Addenda issued MUST be acknowledged in order for Statement of Qualifications to be considered responsive.)*

This is to certify that I, the undersigned Offeror, have read the instructions to Offeror and agree to be bound by the provisions of the same, this \_\_\_\_\_ day of \_\_\_\_\_, 201 \_\_\_\_\_, by:

\_\_\_\_\_ **Responsible Principal** \_\_\_\_\_ **Title** \_\_\_\_\_ **Authorized Signature**

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201 \_\_\_\_\_

\_\_\_\_\_ Notary Public; My Commission Expires: \_\_\_\_\_

*DO NOT include any attachments to this form.*  
**SCCPSS RFQ FORM 1**



**LOCAL AND/OR MINORITY/WOMAN BUSINESS ENTERPRISE DEVELOPMENT INFORMATION**

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting bids, proposals or Statements of Qualifications are required to report ownership status. See Section R, "Development of Local and Minority / Woman Business Enterprises" for information to assist in completing this Form.

OFFEROR: \_\_\_\_\_ RFQ # C16-43

Please check ownership status as applicable:

- Local
- African American
- Majority
- Woman
- Hispanic
- Non-Local

Name, Title	Authorized Signature	Date
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SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_\_

\_\_\_\_\_  
Notary Public; My Commission Expires: \_\_\_\_\_

**HOW DID YOU HEAR ABOUT THIS RFQ?**  
(This information is for statistical use only.)

- City of Savannah, Department of Economic Development
- Received Request for Qualifications by Mail
- The Savannah Tribune Legal Ad
- Other \_\_\_\_\_
- The Herald Legal Ad
- Savannah News Press Legal Ad
- Visiting the Purchasing Office

*DO NOT include any attachments to this form.*  
**SCCPSS RFQ FORM 2**









## CONTRACTING AFFIDAVIT AND AGREEMENT

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

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 Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned 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:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, 201\_ in \_\_\_\_\_(city), \_\_\_\_\_ and (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires:

*DO NOT include any attachments to this form.*

**SCCPSS RFQ FORM 6**





**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

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**THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE  
SUBCONSULTANT/SUPPLIERS**

**SCCPSS RFQ FORM 9**

**Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ and \_\_\_\_\_ on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Sub-subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

**THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUB-SUBCONSULTANT/SUPPLIERS**

**SCCPSS RFQ FORM 10**



**ATTACHMENT "A"**

**Garden City Elementary Re-roofing Project**

**DESIGN PROFESSIONAL SCOPE OF SERVICES,  
FORM OF PROPOSAL, SELECTION PROCESS AND FORM OF AGREEMENT**

**RFQ #C16-43 (ESPLOST)**

**1.0 CONE OF SILENCE:**

A "Cone of Silence" is imposed upon this Request for Qualifications (RFQ) after advertising, and terminates at the time the Board of Education awards a contract. The Cone of Silence prohibits any communications by written, oral, or electronic form by, or on behalf of, a prospective offeror for this solicitation, including any persons affiliated with or in any way related to a prospective offeror, and any member of the Board of Education, the superintendent or his staff, any persons involved in evaluating the statements for qualifications (proposals), program managers, or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular vendor or vendors and to prevent prospective offerors from circumventing the process for selection set forth in this RFQ.

The Cone of Silence does not apply to oral communications with the Director of Purchasing, or the Director of Purchasing's designees, at pre-proposal conferences, site visits (as applicable), presentations before selection committees, or contract negotiations with offerors selected for award. Written communications expressly authorized by this solicitation, such as (1) the submission of the statement of qualifications packet 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 prospective offeror may result in the rejection of the prospective offeror's response and disqualify the prospective offeror from being awarded any contract as a result of this solicitation. Any person having personal knowledge of a violation of these provisions shall immediately report such violations to the District's Purchasing Department.

**2.0 PURPOSE:**

- 2.1 The Savannah-Chatham County Public School System, on behalf of the Board of Public Education for the City of Savannah and the County of Chatham District, is soliciting Statements of Qualifications from architectural firms (the "Design Professional"), authorized to do business in the State of Georgia, and that have experience in the planning, design and construction of new, renovations or modifications of K-12 Public Schools. Those firms who are determined by the District to be qualified will be shortlisted for and invited to interview and offer responses for design services. All respondents to this RFQ are subject to the instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. The District reserves the right to reject any and all responses, and to waive technicalities and informalities at the discretion of the District. The selected Design Professional firm shall provide professional services for the project described in Section 5 of this document.

- 2.2 The Board of Public Education for the City of Savannah and the County of Chatham is interested in entering into contract with a qualified professional architectural firm to provide services of a specified nature, the form of said contract being attached hereto, said services consisting of providing Design Services for re-roofing Garden City Elementary School.
- 2.3 The District is seeking submissions for a project with an estimated construction cost of \$1,050,000.

### **3.0 BACKGROUND & PROJECT GOALS:**

- 3.1 The intent is to re-roof the existing slope roofs with a warranted metal standing seam roofing system per SCCPSS Maintenance Department's recommendations and other roof related work as listed below.
- 3.2 The possibility exists that work may have to be done on an occupied campus; all plans and specifications must include this contingency.
- 3.3 The project is to be managed by the Design Professional working through a representative from the School District. Design Professional will work closely with the District's Maintenance Department to find cost effective roofing solutions for the structure. The project consist of, but is not limited to:
  - 3.3.1 Replace existing roof system with new metal standing seam roof system. (Approximately 100,800 SF).
  - 3.3.2 Evaluate and make recommendations for all roof drainage.
  - 3.3.3 Evaluation of roofing insulation/deck composite and how it affects energy usage.
  - 3.3.4 All applicable gutters and downspouts, metal fascia and soffit panels, metal flashing and trim and all other related roof accessories. Downspout drainage and site storm water piping. Roof lightning protection system to be included in the design.
  - 3.3.5 The Design Professional is to be familiar with all Federal, State and Local code compliance with renovation projects and accommodate the Local Government with jurisdiction, Georgia DOE, and SCCPSS design criteria and current State Educational Standards. The project may require phased construction planning.

### **4.0 SITE INFORMATION:**

- 4.1 Garden City Elementary School is located at 4037 Kessler Avenue, Garden City, Georgia, 31408.
- 4.2 Garden City Elementary School is constructed on a 20.6 acre site.
- 4.3 The school consists of a six (6) wing building and a gymnasium constructed in 1996. GSF is approximately 100,806 SF.

### **5.0 SCOPE OF SERVICES**

The following generally highlights the services the Design Professional will be required to perform:

- 5.1 The Design Professional's team is to provide all professional services to deliver to the Owner a safe, finished, and usable renovation within the construction budget. Fees will

be based upon the District's Policy FGC-E (2) Compensation Schedule for Design Professional Services for Addition and Renovation Projects.

- 5.2 The work includes but is not limited to architectural and engineering services, planning, design, construction documents, demolition plans, construction phasing plans, temporary relocation plans and construction contract administration.
- 5.3 The Design Professional will be required to complete all tasks necessary to acquire Georgia DOE approval of the work.
- 5.4 The selected Design Professional shall furnish all expertise, labor and resources for the planning, design, permitting and construction administration necessary to complete the project. 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.
- 5.5 The Design Professional will file for and obtain the necessary permits with the governmental authorities having jurisdiction over the project and shall act as the Building Official for the project for other than life safety, elevator, building accessibility and fire safety rules, regulations and codes administered by respective state agencies and the State Fire Marshall.
- 5.6 The Design Professional will furnish all expertise, labor and resources for design services and construction contract administration services for the project. The following generally highlights the services to be provided.
  - 5.6.1 The Design Professional shall assist the District in refining or making clarifications to the District's requirements for the project and shall validate the stated cost limitation for the project.
  - 5.6.2 The Design Professional shall provide the customary professional services required for design development, construction documents, bidding, and construction contract administration phases of the project.
  - 5.6.3 The Design Professional shall provide, either through in-house resources or by sub-consultant, not less than two (2) inspections per week during the construction phase by a Registered Roofing Consultant. Each inspection shall yield a written and photographic report detailing problematic issues and solutions. Roofing Consultant shall attend all final inspections for issuance of warranty. All inspection reports shall be copied to the District's representative.
  - 5.6.4 The Design Professional shall manage the scheduling and coordination of deliverables requiring approval of the Georgia D.O.E.

## **6.0 QUALIFICATION REQUIREMENTS:**

- 6.1 Firms must meet the following requirements:
  - 6.1.1 Each Statement of Qualifications (Proposal) shall be signed by an authorized representative of the Design Professional's Firm. The correct legal name of the entity that will perform the work shall be clearly stated. By submitting a Statement of Qualification (Proposal), the Design Professional certifies that all information provided in response to this RFQ is true and accurate. Failure to

provide information required by this RFQ will ultimately result in rejection of the Statement of Qualification.

- 6.1.2 Statements of Qualifications (Proposals) should be prepared simply and economically, providing a straightforward, concise description of the Design Professional's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
- 6.1.3 Firms must be experienced in the planning, design and construction services for K-12 public school programs.
- 6.1.4 Firms must be authorized to do business in the State of Georgia and must possess professional service registrations in accordance with applicable statutes, regulations, and rules.
- 6.1.5 Firms must be able to demonstrate financial strength appropriate to the scale of the project.
- 6.1.6 The selected firm will be required to meet the insurance requirements of the school district, as outlined in the Exhibit of Insurance in the attached contract. (Part 1, para 1.1.5).

## **7.0 STATEMENT OF QUALIFICATIONS- *Required Information and Format***

- 7.1 Statements of Qualifications (Proposals) must provide the required information in the following order and format:
  - 7.1.1 Be mechanically bound and should be limited to 8.5 inch x 11 inch pages printed on one side. Responses should be prepared simply and economically, providing a straightforward, concise description of the Design Professional's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
  - 7.1.2. One (1) manually signed original (Clearly marked as Original on cover), Five (5) copies, and one (1) CD-Rom will be submitted.
- 7.2 Statements of Qualifications which have not been received by the District on or before the scheduled receipt time set forth in the RFQ will not be considered.
- 7.3 Include a letter of introduction and statement of interest, not exceeding one page, signed by an officer of the responding firm. The letter shall include specific reason(s) why firm would be the best choice for this project.
- 7.4 Table of Contents
- 7.5 Compliance Information **TAB (A)**  
This is a compliance section, and carries no evaluation points; however, Offerors must meet and document, herein, criteria as specified. Responses shall include the following:
  - 7.5.1 Provide Forms 1 through 10.
  - 7.5.2 The Offering Firm's Team (Offeror and Sub-consultants) licenses and registrations must be current in the State of Georgia at the time of submission.

7.5.3 Provide copy(ies) of current State of Georgia architectural and engineering licenses for the firm and proposed sub-consultants.

## 8.0 INITIAL SCREENING CRITERIA

### 8.1. Individual Review:

Selection Committee members shall use the RFQ Evaluation Form (Exhibit 2) to document their review and evaluation of the submission in accordance with the criteria listed below.

The Purchasing Department staff will perform during the initial Administration Review a thorough check of:

#### 8.1.1. Related Experience (30%) TAB (B):

Major consideration will be given to the successful completion of previous projects comparable in design, scope and complexity.

8.1.1.1 List projects which best illustrate the experience of the firm which utilized the current staff which is being assigned to this project. List projects completed by this firm within the past five years that are similar to services being requested under this RFQ and that were designed in accordance with Georgia DOE criteria and comparable in design, scope and complexity; especially projecting involving K-12 schools and projects involving occupied campuses. (Do not list projects which were not completed by your firm or completed more than 10 years ago). Describe specific services provided by firm.

8.1.1.2 Describe project specific attributes that highlight the characteristics of the project.

8.1.1.3 The nature of the firm's responsibility on the project.

8.1.1.4 Current Project Owner's representative: name, address, telephone and facsimile number.

8.1.1.5 Project user's representative name, address, telephone number, and fax number.

8.1.1.6 Date project was completed or is anticipated to be completed.

8.1.1.7 Size of project (construction gross square feet) and cost of project (construction cost).

8.1.1.8 Work for which firm's staff was responsible.

8.1.1.9 Firm's key professionals involved on the project and who of that staff would be assigned to the Project covered by this RFQ.

8.1.1.10 Percentage of change orders on each project that was a result of Errors and Omissions from the documents and the total percentage of all change orders. Percentage to be based on initial bid construction amount.

**8.2. Proposed Project Staff and Functions (20%) TAB (C):**

The quality, experience and quantity of staff and their functions will be evaluated by the Committee. The Committee will also evaluate the firm's capabilities to provide service and any potential negative impact to the project from the location(s) provided. These criteria express the general and specific project related capability of the in-house staff and indicate the adequate depth and abilities of the organization which it can draw upon as needed. This will include management, technical and support staff.

8.2.1 Offeror shall name the actual staff to be assigned to this Project, describe their ability and experience and indicate the function of each within their organization and their proposed role on this Project. It is the intent that the proposed staff shall be assigned to this project unless otherwise approved by the Senior Director of Facilities Construction or the Executive Director of Facilities Management. The staff shall be present at the time of interview.

8.2.2 Give brief resumes of key persons to be assigned to the Project including, but not limited to, the following:

8.2.2.1 Name and title.

8.2.2.2 Job assignments for other projects.

8.2.2.3 How many years with this firm. For sub-consultants, list prior projects your firm has worked with sub-consultant.

8.2.2.4 How many years with other firms.

8.2.2.5 Experience including types of projects, size of projects (dollar value and square footage of project), and specified project involvement.

8.2.2.6 Education.

8.2.2.7 Active registrations (if any).

8.2.3 Organization Chart: Develop an organization chart as it relates to the Project indicating key personnel, their relationship, and all sub-consultants to be used on this project.

8.2.4 Provide the location of the offices that will be providing the required services. Provide information on the staffing and resources of the main office providing the majority of services. Unauthorized travel costs for Offering firm and sub-consultants will not be considered reimbursable expenses.

**8.3 Financial Capabilities and Cost Control Measures (20%) TAB (D):**

The Selection Committee will evaluate whether the firm has sufficiently demonstrated that they have the necessary financial resources to complete the project, the capabilities to control costs and the history of working proactively to avoid litigation with Owners.

8.3.1 Financial Statement. Include in your Response a copy of the most recently Audited financial statements that is within six months old. If Audited statements are not available, a fiscal year-end Review or Compilation that is within 90 days old is acceptable. If older, an independent interim statement must also be provided.

8.3.2 Insurance Certificate: Offeror must provide letter from its insurer that it has the ability to provide District with lines of coverage as stipulated in attached contract form.

8.3.3 Litigation/Arbitration: Describe all litigation (include the court and location) of any kind involving the firm, its officers or directors with a project owner in excess of \$100,000 within the last five (5) years. Also list all disputes resolved by arbitration.

8.4. **Workload (10%) TAB (E):**

8.4.1 As part of the evaluation criteria the Committee will review the Offerors' and their sub-consultants' current workload provided in the submittal. Points may be deducted if an Offeror's workload is so light that it raises concerns that the Offeror lacks the capacity to handle this project. Conversely, points may be deducted if an Offeror's workload is so great that it raises concerns that the Offeror will not be able to devote the attention to the project that the District desires.

8.4.2 Offeror shall provide a list of outstanding projects, client names, and status of completion, dollars committed on open projects, and overall workload with other owners.

8.4.3 Points may be deducted from this category if an Offeror has other active projects with the District, to reduce the risk to the District that multiple projects will be stalled if unforeseen circumstances affect Offeror's ability to perform its obligations to the District.

8.5. **Local Business Experience (10%) and/or Minority Business Demonstrated Experience (10%) TAB (F)**

As part of the initial screening, staff from the Purchasing Department will review the Offeror's past performance and the information requested in Sections 8.5.1, 8.5.2, and 8.5.3 below. The Selection Committee will evaluate Offeror's history of actual achievement or participation by LMWBE firms on previous projects and its plan for this project.

8.5.1 Indicate if firm is a local business. (Reference RFP, Part II, Section R for definitions of local and MWBE businesses.)

8.5.2 For three to five recent similar projects, provide information summarizing the actual achievement of participation by LMWBE firms. Include owner reference information.

8.5.3 For this project, provide a narrative detailing the firm's plans to maximize the utilization of qualified local, minority, and women owned business enterprises in compliance with Board policy.

8.6 **Selection Process:**

The Selection Committee members shall meet and review the Responses. The goal of this review is to allow each Selection Committee member the opportunity to fully discuss the Responses. At the conclusion of this meeting, each Selection Committee member shall review his or her evaluations, make any appropriate changes, and submit his or her RFQ Evaluation Forms to the Selection Committee Chairman. Scores will be formulated to develop a shortlist of a minimum of three (3) Offerors found to be reasonably susceptible of being selected for award.

## 9.0 INTERVIEWS, PRESENTATION, AND FINAL SELECTION

Once the Selection Committee's short list has been decided, all Offerors will be notified by faxed letter of whether or not they appear on the short list. Those who appear on the short list will be sent a Request for Project Proposal and be invited for interviews before the Selection Committee. Short-listed Offerors may be sent additional project information, site data, and school educational program information, if available. Short-listed Offerors will be sent an invitation to a mandatory site visit of the proposed school.

Responses to the District's Request for Project Proposals should meet the formatting requirements for Statements of Qualifications described in Section 7.1 above and provide the information requested below in Sections 10.1.1 to 10.1.6. These Responses will be due at a time established by the District. **Fee proposals shall be provided in a separate sealed envelope at the conclusion of the interview.**

After interviewing the short-listed Offerors and reviewing their Responses to the District's Request for Project Proposals, the Selection Committee will evaluate the Request for Proposals of the short-listed Offerors using the RFQ Evaluation Form (Exhibit 2) considering the criteria set forth in Sections 10.1.1 to 10.1.6 below. The most qualified Short-listed Offerors will be ranked in priority order of desirability and declared to be the Finalist Offerors. All firms interviewed will be informed of the selection in writing.

The District has established a Compensation Schedule for Architectural Services (Board Policy FGC-E(2)), based on the Stated Cost Limitation (SCL) of the project. The District reserves the right to negotiate an appropriate fee for any project. Fees shall not exceed amounts approved by the State Board of Education for capital outlay projects.

Following the interview process, the highest-ranked firm will be asked to meet with the Superintendent or his designee to negotiate a final fee proposal for the project to present to the Board of Education for approval. In the event that the Superintendent or his designee cannot reach a consensus with respect to a final fee proposal with the highest-ranked firm, the second highest-ranked firm will be asked to meet with the Superintendent or his designee to finalize a fee proposal to present to the Board of Education for the project. In the event that a final fee proposal cannot be reached with the second highest-ranked firm, this process will continue with the next firm on the list until an agreement with respect to a final fee proposal is reached.

Once a final fee proposal has been reached, the Finalist Offeror will be presented to the School Board with a recommendation for appointment to the specific project. The Board of Education has discretion to accept the recommendation or reject it.

### 10.1 SHORT-LISTED OFFEROR SCREENING CRITERIA

#### 10.1.1 References and History (10%):

Offeror shall submit and discuss its history of providing a positive working relationship with previous clients. The examples must detail challenges the firm has faced and the solutions achieved. The firm is to provide references with contact information. The District reserves the option of contacting any of the references provided to confirm information provided.

#### 10.1.2 Overall Design Concept Approach and Methodology (30%):

Offeror shall demonstrate verbally and graphically how the design approach complies with the requirements of Section 3.1 through 3.3 through a graphic explanation of those



elements cited in Section 3.0 and Section 5.0. The firm shall also describe the services to be provided and the interrelationship of all project parties and consultants.

**10.1.3 Project Team (10%):**

Offeror shall express the general and specific project related experience and capability of in-house staff and sub consultants and their functions as it relates to this project.

10.1.3.1 Organizational Chart: Develop an organization chart as it relates to the Project indicating key personnel and their relationship. It shall be understood that it is the intent of the District to insist that those key personnel indicated as the project team in this RFQ response actually executes the Project.

10.1.3.2 If a joint venture, or prime subcontractor arrangement of two (or more) firms, indicate how the work shall be distributed between the associated firms. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination or activities and accountability.

**10.1.4 Cost Control/Value Engineering/Constructability (15%):**

10.1.4.1 As part of its services, the firm shall indicate knowledge and experience and its VE procedures in the evaluation of building systems, construction techniques and materials to create an optimum value in meeting the design and budget requirements.

10.1.4.2 Offeror shall discuss actual construction costs of the project specified and how many change orders were needed during the construction phase of the project and the dollar value of and reason for those change orders.

**10.1.5 Project Scheduling (15%):**

As part of the project approach, the firm shall propose a schedule for effectively phasing and executing the work in the optimum time. Provide a schedule for the project design submitted and describe any major milestones for achieving the schedule and any other recommendations that may directly impact the schedule.

**10.1.6 Local Implementation Plan (10%) and MWBE Implementation Plan (10%):**

Offeror shall propose their plan for inclusion of local and MWBE firms. Discuss areas of opportunities for local and MWBE participation, programs utilized to encourage participation and any other pertinent information related to this area to demonstrate commitment to a successful program consistent with Board Policy FG.

**10.1.7 Interview:**

The Selection Committee shall convene to separately interview the short-listed firms. As part of its interview, each firm shall make a short oral presentation. Selection Committee members shall use the RFQ Evaluation Form (Exhibit 2) to document their review and evaluation of each Presentation, within their respective areas or experience and knowledge.

**11.0 SCHEDULE**

11.1 **Pre-proposal Conference attendance (Mandatory).** It is the firm's responsibility to be represented at the Mandatory pre-proposal conference to become fully informed as to the nature and extent of the services required. The Mandatory Pre-Proposal conference will

be conducted at 10:00 A.M., Wednesday, March 23, 2016 at Garden City Elementary School, located at 4037 Kessler Avenue, Savannah, Georgia 31408 as shown in the Schedule of Events (para 11.4) below. Bidders will meet at the front entrance of the facility. An accompanied site visitation will follow. The solicitation document will be reviewed and questions will be addressed at the pre-proposal conference. **Statements of Qualifications will not be accepted from any firm that it not represented at the Mandatory Pre-Proposal conference.**

- 11.2 Statements of Qualifications will be accepted up to the Deadline for submission of RFQs as noted in the Schedule of Events in paragraph 11.4 and shall be delivered to and stamped by the District's Purchasing Department, to the attention of Mrs. Sabrina Scales, Purchasing Director, 208 Bull Street, Room 213, Savannah Georgia, 31401. **Late proposals will not be accepted and will be returned to the Offeror unopened.**
- 11.3 The Selection Committee will convene to review and score all submittals. Based on evaluations of Responses, a minimum of three firms may be interviewed at times to be determined. The order of presentation will be chosen at the District's sole discretion and the firms so notified.

11.4 Schedule of Events:

District issues public advertisement of RFQ	March 6, 2016	
Mandatory Pre-Proposal Conference at: Garden City Elementary	March 23, 2016	10:00 A.M.
Request for Interpretation Cut-off date	March 25, 2016	5:00 P.M.
Addenda Cut-off	Within seventy-two (72) hours of stated closing date and time	
Deadline for Submission of RFQ's	April 7, 2016	11:00 A.M.
District completes evaluation and issues notification to Short-Listed Firms	TBD	TBD
District conducts a pre-proposal conference for Short-listed firms at site	TBD	TBD
Deadline for submission of written questions from Short-listed firms	TBD	TBD
District response to all requests for interpretation from Short-listed firms	TBD	TBD
Interview/Presentations from Short-listed firms	TBD	TBD
Intent to Award Letters Issued	TBD	TBD
Award Recommendation presented to Board	TBD	TBD

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

12.0 LIST OF EXHIBITS

- Exhibit 1: Standard Design Professional Services Agreement
- Exhibit 2: RFQ Evaluation Form

END OF RFQ