

**ALTAMA ELEMENTARY SCHOOL
PHASE 2 – SITE DEVELOPMENT**

REQUEST FOR PROPOSALS

Sealed proposals from contractors will be received by the Glynn County Board of Education no later than **Thursday, May 2, 2019 at 11:00 AM**, at the following address:

Glynn County Board of Education
Maintenance Office
200 Emory Dawson Road
Brunswick, GA 31520

The Owner is: The Glynn County Board of Education

The Architect is: John A. Tuten & Associates, Architects
4680 Hwy 17 North
Brunswick, GA 31525
Phone: 912-265-8686

The Project is: The work is site development of the Altama Elementary School. Work includes earthwork, grading, storm drainage, site water, site sanitary sewer, and maintenance of existing erosion control and installation and maintenance of additional erosion control. The initial phase of the work will include establishing building pads, installing basic storm drainage, site water system (site water to be extended to a location near the building to be available for construction use), a portion of sanitary sewer system. The intent is to have a completed building pad and site ready for occupation of the building contractor by July 31, 2019.

The competitive sealed proposals will be received and evaluated in accordance with the State of Georgia Code Section 36-91-21G, paragraph (c) as follows:

- “(c) (1) In making any competitive sealed proposal, a governmental entity shall:
- (A) Publicly advertise a request for proposals, which request shall include conceptual program information in the request for proposals describing the requested services in a level of detail appropriate to the project delivery method selected for the project, as well as the relative importance of evaluation factors;
 - (B) Open all proposals received at the time and place designated in the request for proposals so as to avoid disclosure of contents to competing offerors during the process of negotiations; and
 - (C) Make and award to the responsible and responsive offeror whose proposal is determined in writing to be the most advantageous to the governmental entity, taking into consideration the evaluation factors set forth in the request for proposals. The evaluation factors shall be the basis on which the award decision is made. The contract file shall indicate the basis on which the award is made.
- (2) As set forth in the request for proposal, offerors submitting proposals may be afforded an opportunity for discussion, negotiation, and revision of proposals. Discussion, negotiation, and revisions may be permitted after submission of proposals and prior to award for the purpose of obtaining best and final offers. In accordance with the request for proposals, all responsible offerors found by the governmental entity to have submitted proposals reasonably susceptible of being selected for award shall be given an opportunity to participate in such discussions, negotiations, and revisions. During the process of discussion, negotiation, and

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revision, the governmental agency shall not disclose the contents of proposals to competing offerors.”

The following evaluation factors and weights will be used to rate each proposal. The rating committee or their appointed agent will: (1) review all proposals and identify the proposals of responsible offerors reasonably susceptible of being selected for award; (2) send written notice to each firm not judged “reasonably susceptible of being selected for award”, notifying them of the reason or reasons the proposal is not being further evaluated; (3) After careful review of the proposal and supporting information, assign a rating from 1 to 10 for each factor and then multiply the factor weight by the rating to determine the numerical value of each factor. The numerical value of the evaluation factors will be totaled to achieve the total rating of each Proposal.

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| 1. Cost Proposal. | 40% of total |
| 2. Experience in completing similar projects in the past 3 years. | 30% of total |
| 3. Demonstrated Ability to meet the project schedule. | 20% of total |
| 4. Participation by local contractors, subcontractors and suppliers. | 10% of total |

Project documents can be obtained from the office of the Architect, John A. Tuten & Associates at the address listed above. Applications for documents must be made to the Architect in writing, including a deposit of \$150.00 per set. Deposit will be refunded upon receipt of documents in good condition within **ten (10)** days after day of opening proposals.

A Pre-Proposal conference will be held on Wednesday, April 17, 2019 at 10:00 AM. Meet at Glynn County Schools’ Maintenance office at 200 Emory Dawson Rd., Brunswick, GA 31520.

Proposals must be submitted in duplicate accompanied by a Bid Bond not less than five percent (5%) of the Base Proposal. No proposal may be withdrawn for a period of **sixty (60)** days after time has been called on the date of the opening. Both a Performance and Labor and Materials Payment Bond will be required in an amount equal to one hundred percent (100%) of the Contract Price.

The Owner reserves the right to reject any and all proposals and to waive technicalities and formalities, and to award the contract in the best interest of the Owner. The Owner will evaluate each proposal and make a final rating of the evaluation factors and make a contract award decision prior to disclosing the contents of the proposals.

The contract award will be made by the Owner based on the evaluation factors. The factors are as follows:

- 1. Cost Proposal.**
The Owner will rate the cost proposals numerically. Those that are within the Owner’s budget will be evaluated in accordance with the selection criteria. Those that exceed the Owner’s budget may be judged, “not reasonably susceptible of being selected for award” and may not be evaluated further. If during the evaluation of cost proposals, errors are found or questions arise relative to the ability of the Contractor to profitably complete the job, a relatively low cost proposal may receive a low score rather than a high score. Otherwise, the lowest cost proposal will receive the highest rating and the highest cost the lowest rating.
- 2. Experience in completing similar projects in the past three (3) years.**

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Please prepare a list of at least **three (3)** similar projects completed in the last three years for a governmental agency (State of Georgia agencies, or cities, counties or Boards of Education in the state of Georgia). If team does not have this specific experience, list **three (3)** most similar projects. Proposed construction team is hereby defined as the contractor who submits the proposal and subcontractors. The project team also includes project manager and on-site superintendent of the contractor. The proposal form includes a list of the project team for guidance. Failure of the proposer to demonstrate project team experience on **three (3)** similar projects may result in the proposer being judged “not reasonably susceptible of being selected for award”. Please include the name of the project, name, telephone number, fax number and e-mail of the representative of the architect or engineer in charge of construction contract administration; and name, telephone number, fax number and e-mail of the representative of the Owner. Also include a general description of the work performed and the cost of each project. The owner’s selection committee will contact references, and the report of the references relative to their experience with each proposer, will be the most important factor in establishing the final rating of each proposer.

3. Demonstrated Ability to meet project schedule.

As part of the “Demonstrated Ability to meet this Project Schedule” the proposers should include a detailed Project Schedule which clearly shows the steps necessary to accomplish the substantial completion on schedule. This schedule should accompany the Proposal form. Substantial completion is to be achieved per the project schedule published as a part of the proposal documents.

4. Participation by local suppliers, subcontractors, laborers and tradesmen.

The Owner is seeking maximum participation of local suppliers, subcontractors, laborers and tradesmen. As set forth on the proposal form, submit a list of all suppliers, subcontractors, laborers and tradesmen that you propose to use who are residents of Glynn County or who have had a business license in Glynn County or the City of Brunswick for at least **three (3)** consecutive calendar years.

In addition, submit a list of the local suppliers and subcontractors from whom you received quotations for the project and the amount of their quotations as compared to other competing quotations for the work.

During the negotiations, we will calculate the dollar value of the labor, materials, subcontracts and services to be purchased in Glynn County. A rating of 10 will be given to the firm proposing the largest dollar value of Glynn County purchases. A rating of 0 will be given as the point of beginning for no Glynn County purchases. Ratings between 0 and 10 will be given to firms proposing some Glynn County purchases prorated from 0 to 10 based on the relative value of Glynn County purchases as compared to other proposers.

Please direct all questions to Mr. Larry Rountree of John A. Tuten & Assoc., Architects, via email at larryr@johntuten.com .

John A. Tuten, Architect for,
Dr. B. Virgil Cole, Superintendent
Glynn County Schools