

**Request for Qualifications**

**Bulloch County Board of Education  
Operations Department**

**Middle School Physical Education/Athletic Facilities Projects**

**ANNOUNCEMENT**

The Bulloch County Board of Education is requesting a statement of Interest and Qualifications from qualified firms to provide professional design services as stated in this solicitation. The deadline for receipt of all submissions is **1:00 PM, Tuesday, January 17, 2018** where they will be opened and recorded as received. Prospective firms shall file all documents necessary to support its submittal, as prescribed. **NO FAXES OR E-MAILS ACCEPTED.**

Vendors are responsible for the actual delivery of submittals during normal business hours to the Bulloch County Board of Education Operations Department, 219 Simons Road, Statesboro, Georgia 30458. One ORIGINAL PROPOSAL and 3 copies must be submitted in a sealed clearly marked envelope. No vendor's conference is scheduled.

An RFQ review will then review and rank the proposals in accordance with the criteria included here in. The Chief Operations Officer may, at his option, request any or all respective firms to make an oral presentation at a later date. At that time a short list of potential vendors may be developed, with a subsequent determination for negotiating separately with competing firms. Upon the closure of the evaluation and negotiation, the evaluation team will recommend selection of a proposal to the School Superintendent and the Board of Education for final approval at their next subsequent regular meeting.

The Bulloch County Board of Education is an equal opportunity procurer. An RFQ package may be requested electronically or by USPS by contacting the Bulloch County Schools Operations Department below. Project inquiries may be directed to the remaining individuals below.

Chief Operations Officer: Paul T. Webb  
912.212-8640  
ptwebb@bullochschools.org

Administrative Assistant: Margaret Hill  
912 212-8640  
mbhill@bullochschools.org

## TERMS AND CONDITIONS

Disqualification: Proposals may be disqualified for: a) receipt of the proposal by the Bulloch County Board of Education past the stated deadline; b) any irregularities; or, c) failure to complete proposal information correctly. If in the opinion of the Bulloch County Board of Education, the vendor is not in a position to perform the contract, the statement may be disqualified. The Bulloch County Board of Education reserves the right to waive any minor informality or irregularities.

Lawsuits/Bribery: Prospective vendors shall disclose any record of pending lawsuits, criminal violations and/or convictions, etc., conflicts of interest, or contract defaults.

Liability: The Bulloch County Board of Education is not liable for any cost incurred in the preparation of the Proposal. Nor is the Bulloch County Board of Education bound by any information provided unless reduced to writing and distributed as a written addendum.

Reservations: The Bulloch County Board of Education reserves the right to reject any or all proposals, to award in whole or in part and to waive minor immaterial defects in proposals. Negotiations may be necessary to complete the contract.

Clarification of submittals: The Bulloch County Board of Education reserves the right to seek clarification of any point in a respondent's proposal, or to obtain additional information.

Exceptions: Conditional proposals or those that take exception to the specifications will be considered only at the discretion of the Chief Operations Officer.

Indemnification: The Bulloch County Board of Education shall not be held responsible for claims for bodily injury, death, or property damage that may arise from the performance of contractual services with the Bulloch County Board of Education.

Correction or withdrawal of proposals, cancellation of awards: Correction or withdrawal of proposals before or after opening, or cancellation of awards or contracts may be permitted only to the extent that the vendor can show by clear and convincing evidence that a mistake of non-judgmental character was made, or where the award or cancellation is in the best interest of the Bulloch County Board of Education.

County Obligations: Bulloch County Board of Education has a standing policy to disqualify or withhold compensation to vendors, contractors and professional consultants from compensation or doing business with the county if there are existing obligations to the Bulloch County Board of Education for any liens, ad valorem taxes, licenses or other financial remittances due to the Board of Education.

Award: All proposals will be negotiated for pricing with the most qualified and cost-effective vendor. The vendor to whom the award is made will be notified at the earliest possible date. The purchaser reserves the right to reject the award to a vendor who has previously failed to perform properly, or to complete on time contracts of a similar nature.

Local Vendor Preference: Because this solicitation is for professional design services under a Request for Proposals process, the Bulloch County Board of Education's local vendor pricing preference allowing for such a vendor to match the lowest price bid if within 5% **shall not be applicable**.

**DESCRIPTION OF THE PROPOSED MIDDLE SCHOOL PHYSICAL EDUCATION/ATHLETIC PROJECT:**

The middle school Physical Education and Athletic Facilities project is a three-school development project at Langston Chapel Middle School, William James Middle School and Southeast Bulloch Middle School. All three schools, over time, are to have these facilities upgraded to include, but not limited to, football/soccer fields, baseball/softball fields, track and field track, cross country course, tennis courts, ancillary buildings such as restrooms, concession stands, pressboxes, and dressing facilities. The facilities are to have appropriate fencing and lighting as well.

**SCOPE OF SERVICE / DELIVERABLES**

As envisioned, the scope of service for this proposal will include the following components. Please note that once a firm is selected the Scope of Services will be agreed upon and the fee negotiated.

**ITEM 1 MIDDLE SCHOOL PHYSICAL EDUCATION/ATHLETIC FIELDS MASTER PLAN**

1. Design PE/athletic fields for Langston Chapel Middle School, William James Middle School and Southeast Bulloch Middle School.
2. Update opinions of probable cost for all PE/athletic related facilities.
3. Conduct review meetings with the client to discuss design, proposed amenities, and revised probable cost for facilities.

**ITEM 2 DESIGN AND ENGINEERING DOCUMENTS**

1. Prepare complete construction drawings for the project.
2. Submit construction drawing at 75% level of completion with written specifications and opinion of probable cost. The construction drawings will include, as needed, all details of said project. Construct the project within the budget established by the owner.
3. Meet with owner to review preliminary plans.
4. Complete the final drawings, specifications and opinions of probable cost based on the Owner's review of the preliminary documents. Final plans and updated opinions of probable cost will be submitted to the Owner for comment.

**ITEM 3 PERMITS**

1. Secure, wetland, storm water and similar permits required for construction of the project
2. Prepare and submit all necessary DOT permits and project information.

## ITEM 4 CONSTRUCTION ADMINISTRATION AND OBSERVATION

### **A: Bidding and Negotiating**

1. Develop a bid manual for the middle school PE/athletic facilities project following the county's purchasing procedures.
2. Attend the pre-bid meeting with contractors to explain the facilities construction process. We will also develop a construction contract and will attend a pre-construction meeting with the selected contractor.

### **B: Construction Observation and Coordination**

1. Provide one site visit per month to check the progress of construction during the construction timeframe outlined in the project specifications. Verify pay requests each month and assist the county's designated representative when construction questions arise.

### **Owner-Provided Information**

1. THE OWNER WILL PROVIDE GIS TOPOGRAPHIC MAPPING, PROPERTY BOUNDARIES, UTILITY EASEMENTS, AND ROAD RIGHT-OF-WAYS WITHIN THE PROJECT.
2. THE OWNER WILL SCHEDULE PLAN REVIEW MEETING WITH BULLOCH COUNTY SCHOOL SYSTEM OFFICIALS TO REVIEW 90% CONSTRUCTION DOCUMENTS.
4. THE OWNER WILL PROVIDE ALL NECESSARY SURVEY DATA.

## **EVALUATION PROCESS AND CRITERIA**

Process: The first stage in the selection process will be the submission of statement of interest and qualifications. The evaluation of the proposals will be conducted by an evaluation team consisting of the Bulloch County School System Operations Department staff and other senior level county school system staff. Proposals will be evaluated on the criteria listed below and other criteria the school system deems appropriate. Following the submission of the written proposal, a formal interview of the highest scoring finalists may be scheduled. Organizations contacted to interview with the county will provide an in person presentation and be available to answer any questions relating to the proposal. Presentations will be limited to 45 minutes and will be conducted at school system offices.

Scoring: The following criteria shall be applied for evaluating project proposals. Ultimately, proposal submissions should follow this rule: ***Presentation is important, but, substance is better!*** Essentially, while the evaluation team will appreciate well-constructed graphics and other visual aids, they will be focusing on approach and prior results.

Personnel: The firm will be selected based upon the overall experience and education of assigned staff. The ability of the firm to assemble a project team that has experience in working together on other projects similar in size and scope.

Qualifications and Experience : Interested vendors must demonstrate their ability to execute the project, experience with similar projects, and demonstration of knowledge of multi-faceted athletic and park facilities . The successful service provider should be able to demonstrate experience in developing similar plans and provide examples of results where their recommendations have been successfully implemented on unique projects. Further, a history of working in similar industries is preferred, but not required. A sample of similar plans developed for other organizations should be provided as evidence of past prior experience.

Project Management : The firm's ability to project cost, limit change orders, and complete projects within the time schedule will be evaluated. The firm's performance in dealing with contractors and project vendors will also be evaluated.

## **PROPOSAL SUBMISSION FORMAT**

Please submit one (1) original and three (3) copies (at the assigned date, time and location), all bound with no staples whereby additional copies can be easily made by school system staff. Pages should be 8 ½" X 11" in size with larger sheets folded to fit within bindings. The proposal should be ordered in the following format.

Transmittal Letter: Each proposal will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter shall briefly summarize the vendor's request to have their qualifications for the proposed project considered. The cover letter must be signed by a representative who has the legal capacity to enter the organization into a formal contract with the Bulloch County, (Georgia), Board of Education.

Description of the Company: Include the following sections in the proposal:

- A. A description of the firm, including any joint venture partners.
- B. What type of legal entity is the firm (sole proprietorship, partnership, corporation, etc.).
- C. List names, addresses, titles of position (if any), and nature and extent of the interest of the officers and principal members of the firm;
- D. Profiles and roles of key individuals in the project team including their experience and training ( Including other design disciplines Principals and discipline leaders).
- E. Evidence that the firm is active and financially stable, including a copy of the most recent fiscal year's audited financial statement.
- F. Firm's current workload.
- G. Organization Chart (if applicable).
- H. Certificates of Insurance in effect for general liability and workman's compensation.
- I. Does your organization have any pending litigation? If so please explain. Has your firm been a part of any litigation in the past 5 years?
- J. In the past five yeas has any claim against your firm's work on a design project been filed in court or in arbitration?
- K. At any time has your insurance made any payments on your firms behalf as a result of default or errors and omissions? If so explain.

Relevant Project Experience:

- A. Chronologically, list the firm's previous projects similar in scope to the proposed project.
- B. Chronologically, list any relevant local, state, or federal government projects completed within the past 5 years.
- C. List any projects completed in the last 5 years by your other proposed design disciplines
- D. List any projects you have participated in with the owner.

Description of Project Approach and Schedule: Provide a narrative along with any associated graphics or illustrations on the specific project approach. Provide a Gantt chart style project management schedule with benchmarks or key elements measured in days as you envision with the current project scope. Indicate who on the project staff will be responsible for carrying out each benchmark or element.

References: Provide client reference information for relevant projects (name, address, telephone number, e-mail, etc.).

Certificate of Insurance:

Mandatory Procurement Forms: These are required for submission in addition to the RFP. Except for signatories, seals and stamps, other information required submission forms may be filled out either electronically except for signatures, notaries, or free hand. However, free hand entries, both on originals and copies, must be legible. Be reminded that Forms A and B must be notarized. The signatories acknowledge the terms and conditions.

- a) Form A: Federal Work Authorization Affidavit and Agreement
- b) Form B: Immigration and Security Form
- c) Form C: Non-Collusion Affidavit and Vendor Declaration

**PROCUREMENT SCHEDULE**

ACTIVITY	DATE	ACTION
<b>RFQ Issued</b>	December 6, 2017	Begin circulation and notice.
<b>Qualifications Submission Deadline and Opening</b>	1:00 PM, Tuesday, January 17, 2018	<b>Submit one (1) original and 3 copies to:</b> Bulloch County BOE Operations 219 Simons Road Statesboro, Georgia 30458
<b>Selection-Final Negotiations</b>	No later than Thursday, January 31, 2018.	County Staff

**FORM A: FEDERAL WORK AUTHORIZATION AFFIDAVIT AND AGREEMENT**

**TO:** Bulloch County Board of Education  
 219 Simons Road  
 Statesboro, Georgia 30458  
**ATTN:** Paul T. Webb, Chief Operations Officer  
**ITEM PROPOSED:** REQUEST FOR PROPOSAL

By executing this affidavit, the undersigned vendor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Bulloch County, Georgia School System has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91. The undersigned further agrees that, should it employ or contract with any sub-vendor(s) in connection with the physical performance of services pursuant to this contract with Bulloch County, Georgia, School System vendor will secure from such sub-vendor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Sub-vendor Affidavit provided in Georgia Department of Labor Rule 300-10-01-.08 or a substantially similar form. Vendor further agrees to maintain records of such compliance and provide a copy of each such verification to Bulloch County, Georgia School System at the time the sub vendor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number	
Company Name	
Title of Authorized Company Official	
Printed Name of Authorized Officer of Agent	
Signature of Authorized Company Officer	
Date Signed by Authorized Officer	

**NOTARY PUBLIC AND SEAL**  
 Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_ 20\_\_.

My Commission Expires:

\* As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**FORM B: VENDOR DECLARATION**

**TO:** Bulloch County Board of Education  
 219 Simons Road  
 Statesboro, Georgia 30458  
**ATTN:** Paul T. Webb  
**ITEM PROPOSED:** REQUEST FOR PROPOSALS

The vendor understands, agrees and warrants:

- That the vendor has carefully read and fully understands the full scope of the specifications.
- That the vendor has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
- That this bid shall be valid for **60** days.
- That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **February 15, 2018 @ 3:00 PM** but may not be withdrawn after such date and time for a period of **60** days.
- That Bulloch County School System reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. Bulloch County School System reserves the right to waive any technicalities or informalities in the bidding.
- That by submission of this bid the vendor acknowledges that Bulloch County School System has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the vendor.

**If a partnership, a general partner must sign. If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this proposal.**

Name	
Title	
Signature	
Name	
Title	
Signature	

**NOTARY PUBLIC AND SEAL**  
 Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_ 20\_\_.

My Commission Expires:



**FORM C: NON-COLLUSION AFFIDAVIT**

**TO:** Bulloch County Board of Education  
 219 Simons Road  
 Statesboro, Georgia 30458  
**ATTN:** Paul T. Webb, Chief Operations Officer  
**ITEM PROPOSED:** REQUEST FOR PROPOSALS

The following affidavit is to accompany the proposal.

State of:  County of:

The undersigned, being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the vendor to submit the attached proposal. In making such representation, affiant further states for himself/herself and on behalf of vendor, that they have not been a party to any collusion among vendors in restraint of competition by agreement to submit a bid or proposal at a fixed price or to refrain from proposing; or with any office of Bulloch County School System or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between vendors and any official of Bulloch County School System or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

Name of Owner, Partner, or Officer of Firm	<input type="text"/>
Firm Name	<input type="text"/>
Firm Address	<input type="text"/>
Firm City, State, Zip Code	<input type="text"/>
Authorized Signature	<input type="text"/>
Title	<input type="text"/>

**NOTARY PUBLIC AND SEAL**  
 Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_ 20\_\_.

My Commission Expires:

## **ATTACHMENTS**

BULLOCH COUNTY MIDDLE SCHOOL PHYSICAL  
EDUCATION/ATHLETIC FACILITIES MASTER PLAN

CURRENT PROJECT COST ESTIMATES