

Clinch County Board of Education
REQUEST FOR PROPOSAL
CONSTRUCTION PROFESSIONAL
For
A New Clinch County PreK -12 Campus
Homerville, GA

The Clinch County Board of Education (hereinafter referred to as CCBOE) is hereby seeking proposals from construction firms to provide services through the Construction Management at Risk delivery method for the A New Clinch County PreK -12 Campus located in Homerville, GA which include a new PreK – 12 educational facility, renovation to the existing gymnasium, 6 court tennis complex, demolition of existing high school, new practice football field, various athletic lighting improvements, renovation/improvements to baseball and softball facilities, renovation and improvements to football stadium and track. The approximate Stated Cost Limitation for this project is \$47,000,000.00. Request for Proposal (hereinafter referred to as RFP) packages can be downloaded from:

www.altmanbarrettarchitects.com

Responses will be received by the Architect, Altman + Barrett Architects, until 2:00 PM on May 6, 2021, after which time and date they will no longer be accepted. Late responses will not be considered. To be accepted, all responses must be submitted in a sealed package marked "Proposal for A New Clinch County PreK -12 Campus – Construction Professional". Ten (10) hard copies and (1) electronic copy (.pdf format on a CD Rom) of each proposal must be addressed or delivered to:

Walter Altman
Altman + Barrett Architects
117 West Main Street, P.O. Box 665
Hahira, GA 31632

Oral or telegraphic (including FAX and e-mail) responses will not be accepted regardless of time of delivery.

The CCBOE will select the most qualified and responsive construction firm to enter into a Construction Management at Risk contract for the construction of the above referenced project. Award of the contract will be based on an evaluation of all required submittals noted in the RFP and, if needed, interviews.

It is the intent of the Clinch County Board of Education to enter into a Construction Management at Risk agreement with one incorporated firm.

Please direct all questions regarding this RFP to both;
Leah Jones, with Altman + Barrett Architects, ljones@altmanbarrettarchitects.com

ANY UNSOLICITED CONTACT OR COMMUNICATION REGARDING THIS PROJECT WITH ANY CLINCH COUNTY BOARD OF EDUCATION SYSTEM OFFICIAL, PERSONNEL OR BOARD MEMBERS BY ANYONE FROM WITHIN OR ON BEHALF OF A PROPOSING FIRMS IS STRICTLY PROHIBITED AND WILL BE GROUNDS FOR DISQUALIFICATION. THIS APPLIES FROM THE DATE OF THIS RFP AVAILABLE UNTIL AFTER A CONTRACT HAS BEEN AWARDED TO THE CONSTRUCTION MANAGER.

GENERAL INFORMATION

Timeline:

Public Advertisement/RFP Available:	03/29/2021
Mandatory Pre-Proposal Conference:	04/15/2021 @ 2:00 Location: Clinch County BOE 46 South College Street, Homerville, GA 31634
Deadline for Questions:	04/27/2021
Proposals Due:	05/06/2021
Announcement of Successful Contractor or Shortlist Selection Announcement:	05/12/2021
Interviews (if deemed necessary):	05/18/2021(time TBD)
Announcement of Successful Contractor	05/19/2021
Anticipated Construction Begin/End Date	06/2022 – 11/2024

Submission of proposals indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the CCBOE during the determination of ranking order and award.

The CCBOE reserves the right to reject any or all proposals and reserves the right to waive any technicalities associated with this RFP. The CCBOE is not liable for any costs incurred by any person or firm responding to this RFP.

The CCBOE is not obligated to request clarifications or additional information but may do so at its discretion. The CCBOE may extend the due dates if deemed advantageous to the CCBOE. The CCBOE will endeavor to notify proposers of any/all changes in scheduled due dates/times by written addendum.

The Submitter shall hold harmless and indemnify the Clinch County Board of Education, the Architect, and other design consultants against all claims, suits, actions, costs, council fees, expenses, damages and/or judgments in decrees by reason of persons or property being

damaged or injured by the Contractor or any of the Contractor's employees/subcontractors in any capacity during the progress of the work, whether by negligence or otherwise.

Submission of proposals indicates Submitter's acceptance of the evaluation technique and Submitter's recognition that some subjective judgments must be made by the CCBOE during the evaluation, determination of ranking order and award. The Submitter waives, shall hold harmless and indemnify any claims against the Clinch County Board of Education, its employees, agents, members, representatives or legal counsel, arising out of or in connection with the: (1) administration, evaluation, recommendation or selection of any proposal or qualifications; (2) waiver of any representations under the proposal or documents; (3) approval or rejection of any proposal or qualifications; and (4) award of a contract.

The Submitter agrees that the proper venue for all matters related to their proposal is the Superior Court of Clinch County, Georgia as stated in the following venue clause, and agrees their proposal will be considered as submitted containing the following venue clause; and further agrees that any agreement(s)/contract(s) entered into pursuant to this RFP will contain the following venue clause:

This Proposal/Agreement/Contract (as appropriate) shall be deemed made in Clinch County, Georgia. This Agreement shall be governed by and construed in accordance with the law of Georgia. The exclusive forum and venue for all actions and controversies arising out of this Proposal/Agreement/Contract shall be the Superior Court of Clinch County. Such actions shall neither be commenced in nor removed to federal court and any action, suit or proceeding arising out of or relating to this Proposal/Agreement/Contract, or the breach, termination or validity thereof, shall be litigated exclusively in the Superior Court of Clinch County, Georgia (the "Superior Court"). Each of the parties hereto hereby irrevocably and unconditionally (i) submits to the jurisdiction of the Superior Court, (ii) agrees not to commence any action, suit or proceeding except in the Superior Court, (iii) waives, and agrees not to plead or to make, any objection to the venue of any action, suit or proceeding in the Superior Court, (iv) waives, and agrees not to plead or to make, any claim that any action, suit or proceeding brought in the Superior Court has been brought in an improper or otherwise inconvenient forum, (v) waives, and agrees not to plead or to make, any claim that the Superior Court lacks personal jurisdiction over it, (vi) waives its right to remove any action, suit or proceeding to the federal courts and specifically waive the right to assert diversity jurisdiction venue or any other federal jurisdiction in any federal court. This Paragraph shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this Paragraph.

Project Description

This project includes an estimated new 220,000sf PreK – 12 educational facility, renovation to the existing gymnasium, 6 court tennis complex, demolition of existing high school, new practice football field, various athletic lighting improvements, renovation/improvements to baseball and softball facilities, renovation and improvements to football stadium and track.

GENERAL REQUIREMENTS

Contractor Responsibility

The selected Contractor will be required to assume total responsibility for all services offered in his/her proposal. The selected Contractor will be considered the prime contractor and the sole point of contact with regard to all contractual matters. The Contractor shall also be required to obtain at least three bids for each bid package (work category), exclusive of the Contractor's guaranteed maximum price for the individual bid packages (work categories). If any bid packages receive less than three qualified bids, the Clinch County Board of Education reserves the right to require rebidding these packages. The Contractor will not perform any portion of the project with its own forces except in an event or situation deemed necessary by both the Clinch County Board of Education and Architect. Individual trade contracts will be between the Contractor and the Trade Contractors, and subject to the CCBOE approval.

Required Bonds and Insurance

The selected Contractor will be required to provide a 100% Payment and Performance Bond for the entire amount of the cost of construction. The Proposal shall include a letter from a bonding company indicating its willingness to issue said payment and performance bond for this project. Bonds for this project shall be issued by a bonding company listed in the current edition of the Federal Register as a surety, must be kept in force for the duration of the contract, executed by a resident agent of the State of Georgia and be in compliance with Georgia Revised Statutes.

To adequately protect the interests of the CCBOE, the successful respondent shall procure, and maintain Insurance during the life of the agreement. See Attachment "A" "Insurance Coverage" for required coverage.

Evidence of required bonds and insurance shall be presented prior to the execution of Mandatory Amendment. Insurance policies to be carried under the agreement shall not be changed, canceled, or allowed to expire without thirty (30) days prior written notification to the CCBOE.

Immigration Reform Compliance Requirement

The successful Proposer will be required to certify compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance

Act OCGA 13-10-90 et.seq., by meeting or having complied with one of the (2) following provisions and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01:

- 1) The Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 and the Georgia Security and Immigration Compliance Act by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees;
- 2) The successful proposer shall comply with the stipulations cited in Security and Immigration Compliance Act OCGA 13-10-91 with respect to the proper federal authorizations regarding the right to work for subcontractors and contractors.

Taxes, Fees, Code Compliance and Licensing

The Contractor shall be responsible for the payment of any required taxes or fees associated with the execution of the contract. The Contractor shall also be responsible for compliance with all applicable codes and statutes. All installation and construction work shall be done by subcontractors licensed in the State of Georgia.

Payment

Contractor shall submit monthly payment applications using forms determined appropriate by the CCBOE.

LIST OF REPRESENTATIVE SERVICES TO BE PROVIDED BY THE CONTRACTOR

Project Planning

1. Evaluate preliminary documents for constructability, value opportunities, and scheduling at each phase of design.
2. Participate and assist in planning meetings.
3. Provide estimates at the Construction Document phase and an estimated monthly construction payment schedule to assist the Clinch County Board of Education with financial budgets.
4. Conduct a Value Engineering review, including Life Cycle Cost, evaluations for alternate materials and systems prior to the beginning of the Construction Documents phase.
5. Prepare and submit cash flow analysis to Clinch County Board of Education.

Bidding and Awarding

6. Separate construction work into appropriate bid packages **See Attachment "B"**.
7. Develop requirements to assure time, cost, and quality control during construction.
8. Provide an estimated construction schedule for issuance with the bid package.
9. Identify bidders and generate bidder interest. Maintain a list of firms contacted and dates of contact for review by the Clinch County Board of Education.
10. Schedule and conduct pre-bid conferences in conjunction with the architect and representatives from the CCBOE.
11. Advertise and distribute bidding documents.
12. Assist in development of necessary addenda and distributing of these addenda to known bidders.
13. Monitor bidder activity.
14. Review and analyze bids and recommend awards.
15. Collect executed contracts, purchase orders, affidavits of assurance, insurance certificates, and performance and payment bonds and distribute copies to Clinch County Board of Education, Architect and contractors.
16. Update schedule.
17. Conduct Pre-Construction meetings.

Construction Phase

18. Maintain staff for construction management to include an on-site Project Manager and Superintendent. Superintendent shall have supervised past projects of similar size and scope and have excellent performance references from the Clinch County Board of Education s for a minimum of three (3) projects within a period of eight (8) years maximum. Contractor shall submit his proposed project manager, superintendent/superintendents and references for review by the Clinch County Board of Education and Architect with this proposal. The Contractor is responsible for adequately staffing and maintaining the staff on this project at all times.

19. Mobilization of job site: Provide and maintain a fully equipped project office facility on-site to perform all required Contractor duties and meetings and coordination of on-site temporary facilities.
20. Assure timely procurement of all required permits.
21. Establish and maintain coordination procedures.
22. Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction, and occupancy
23. Conduct and record a minimum of monthly job progress meetings following a Contractor generated agenda with the Architect, Clinch County Board of Education and all active trades, and follow-up with distribution of minutes to all parties.
24. Coordinate and log all request for information (RFI's).
25. Maintain a daily log of jobsite activities.
26. Prepare and submit change order documentation for review and approval by the architect and the CCBOE. Review change order proposals to verify validity, purpose, and cost.
27. Maintain a system for review and approval of shop drawings.
28. Maintain written and photographic records and submit routine reports to the architect and the CCBOE.
29. Maintain quality control and ensure conformity to contract documents.
30. Establish and maintain a jobsite safety program.
31. Provide cost control through progress payment review and verification according to the approved schedule and contract amounts.
32. Provide coordination of post completion activities, including the assembly of guarantees, manuals, and the Clinch County Board of Education 's final acceptance.
33. Coordinate and assure timely completion of final punch list.
34. Compile as-built drawings through-out construction.
35. Assemble close-out documents and forward to Architect for approval.
36. Coordinate any training specified for Clinch County Board of Education 's personnel.
37. Provide all services listed under "General Conditions" in **Attachment "C"**.

Post Occupancy

38. Implement and coordinate the one (1) year warranty and one (1) year warranty inspection.
39. Respond to request for corrections for work items found not to be installed correctly.
40. Respond to warranty related request.
41. Assist in post-construction review of the facility.

SELECTION PROCESS

This RFP is being conducted as a competitive sealed proposal in accordance with Georgia Code Sections 36-91-20 and 36-91-21. Proposals will be received and evaluated accordingly.

The evaluation of the Proposals and the Contractor firm will be by an Evaluation Committee consisting of representatives of the Clinch County School System and the Clinch County Board of Education, as selected by the Clinch County Board of Education in its sole discretion. The Evaluation Committee will receive and review the Proposals and conduct interviews as scheduled if deemed necessary.

Phase I - Proposal Evaluation

The Proposals will be evaluated against specified criteria and required submittals to determine the most responsible and responsive firm for this project. The specified criterion is listed as follows:

1. Firm Overview (5%)
2. Proposed Management Team (20%)
3. Relevant Construction Experience (20%)
4. Proximity to Site (10%)
5. Approach to CM-at-Risk (5%)
6. Approach to Warranty (10%)
7. Claims History (5%)
8. Financial Information (5%)
9. Contractor Fees (10%)
10. Local Participation (10%)

*Note: Item 9 will be used as a basis for negotiation with the highest ranked firm. In the event that these items cannot be negotiated to mutually acceptable amounts, the Clinch County Board of Education will proceed to negotiations with the 2nd highest ranked firm.

Upon completion of the Phase I -Proposal Evaluation, Evaluation Committee may conduct an additional evaluation of shortlisted Contractor firms via an interview if deemed necessary.

Phase II -Interviews

Contractor firms chosen for interviews will be notified of the place and time that the interview will be conducted. The interview criteria will also be given to the shortlisted firms at that time.

Negotiation and Signing of Contract

Upon completion of Phase I, and Phase II (if required by the Evaluation Committee), the Evaluation Committee will recommend a Construction Firm to the Clinch County Board of Education for review and approval.

The CCBOE intends to award the Construction Management contract to the most qualified Construction Firm based on the evaluation criteria listed above. Fees for professional services shall be negotiated between the selected Construction Firm and the CCBOE. Should CCBOE and the first firm selected fail to negotiate mutually acceptable fees for service, the CCBOE shall abandon negotiations with the first firm and initiate negotiations with other firms in rank order.

A significantly modified AIA A133-2019 Clinch County Board of Education /Construction Manager as Constructor Agreement – Cost of Work Plus Fee with GMP contract without Mandatory Amendment #1 will be executed between the selected Contractor and the CCBOE. A Guaranteed Maximum Price (herein after referred to as GMP) will be prepared by the Contractor. The GMP shall be submitted to the CCBOE and shall include a detailed project schedule, schedule of values that includes contractor contingency, a schedule of trade packages with subcontractors, clarifications and assumptions, and a monthly cash flow chart. Upon agreement by all parties on the GMP, a document similar to the AIA Mandatory Amendment #1 will be completed, signed and attached to the contract and shall constitute the full contract for the project. Once this is complete, a Notice to Proceed will be issued. Upon the Clinch County Board of Education receiving a fully executed contract, the Contractor may request payment for 100% of Pre-Construction Services.

RESPONSE FORMAT AND CONTENTS

General Information

Responses must be submitted in the format outlined in this section. Each response will be reviewed to determine if it is complete prior to actual evaluation. Failure to provide accurate, up-to-date responses to any and all portions of the RFP may result in disqualification without prejudice. The CCBOE reserves the right to eliminate from further consideration any responses that are deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the CCBOE is that all responses follow the same format in order to evaluate each response fairly. The CCBOE may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided.

Proposals will be evaluated in light of the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred.

Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed, it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFP. The RFP and the response will be incorporated into the contract.

Proposals may be modified or withdrawn by written notice received prior to deadline for receipt of proposals. A proposal also may be withdrawn in person by a proposer or his authorized representative, provided his identity is made known and he signs a receipt for the proposal, but only if the withdrawal is made prior to the deadline set for receipt of proposals.

Each respondent shall provide the CCBOE with ten (10) copies of his/her response. Begin each section and subsection as described herein on a separate page. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly across the bottom of each page.

Submission of a response authorizes the Clinch County Board of Education to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the CCBOE.

Questions that arise prior to the proposal submittal date shall be submitted by email to: Leah Jones, Project Manager, ljones@altmanbarrettarchitects.com
Phone calls will not receive a response.

Proposal Format

Cover Letter

Each proposal shall include a one-page cover letter at the beginning of the proposal. The cover letter shall provide an overview, and summarize the key strengths of the submitting firm.

Each Proposal should contain the following information for review and consideration:

1. **Firm Overview (5%):** Briefly describe your firm, its officers, and executive management. Explain your company philosophy as a Construction Manager, including any unique aspects of your firm that separate you from your competitors. Factors such as years-in-business and work experience will be considered. If firm provides self-perform services please provide examples of previous self-perform services and description of methodology. Please describe any and all methodologies for working on an occupied campus.
2. **Proposed Management Team (20%):** Furnish an organizational chart for your firm specifically indicating those who will be involved in this project, the amount of time they will be assigned to the project and their specific assignments, resumes, and construction experience. Please include detailed resumes of the on-site management team proposed (both Project Manager and Superintendent). Include a list of current projects with project state/end dates that each proposed team member is currently working on (both Project Manager and Superintendent).
3. **Relevant Construction Experience (20%):** Provide a list of all public works projects completed in the last (7) seven years over \$5,000,000.00. List to include project name,

location, and owner contact. Specifically identify the top ten (10) most related projects your firm has completed, and include the following information:

- Location & Description of Project
 - Original GMP compared to final cost
 - Original schedule compared to actual completion time
 - Reference for the project with name, address and phone number
4. **Proximity to Site (10%):** Identify the distance of the managing home office and it's proximity to this site. Describe how your company would provide adequate supervision, oversight, and involvement from company executives / Clinch County Board of Education.
 5. **Approach to CM-at-Risk (5%):** Describe your general approach to the cost, schedule, quality control, and safety methods for this project as they relate to Construction Management-at-Risk. Describe your firm's project management systems and how your firm intends to provide preconstruction and construction management services. Certify your firm demonstrates a commitment to safety with regard to Worker's Compensation by having a current Experience Modification Rating (EMR) of 1.2 or less. Provide evidence from your firm's carrier on their letterhead of your firm's EMR.
 6. **Approach to Warranty (10%):** Describe your firm's process for responding to warranty issues that may arise and what level of service the Clinch County Board of Education can expect after project completion and throughout the warranty period.
 7. **Claims History (5%):** List all litigations, arbitrations, and mediations in which the firm has been involved in the past ten (10) years and indicate the disposition of each such claim, the name of the Clinch County Board of Education, and the nature of the claim.
 8. **Financial Information (5%):** Provide one copy, in a separate sealed envelope marked "**FINANCIAL INFORMATION**", of a reviewed and/or audited financial statement, balance sheet and income statement for the firm prepared by a certified public accountant. The financial statement must be within 6 months of year end, but in no case more than 18 months old. Provide a compliance letter from your bonding company showing consent to provide 100% Performance and Payment Bonds for your services as a Contractor. Each respondent shall provide a certificate of insurance detailing their firm's present coverage and limits. Insurance agent shall certify that they are licensed to perform business in the State of Georgia. The certificate of insurance should be addressed to CCBOE and be dated within 30 days of the RFP due date.
 9. **Fees (10%)**
 - a. **Pre-Construction Services Fee:** Provide a lump sum fee for preconstruction services listed in Attachment "C".
 - b. **General Conditions Fixed Fee:** Provide an itemized listing of General Condition with the associated cost for each item with duration and unit rate following the format indicated on Attachment "C". Basis for calculation should be a 20-month construction schedule with an overall construction phase budget (for the 220,000sf PreK-12 School alone) of \$42,000,000.00 that includes Construction Contingency, General Conditions Fixed Fee, and Overhead and Profit.
 - c. **Proposed Percentage Fee for Overhead and Profit:** Contractor shall stipulate a percentage fee for Overhead and Profit on Attachment "D".

10. Local Participation (10%): It is requested by the Clinch County Board of Education to encourage local participation of subcontractors and suppliers in this construction project. The Contractor shall demonstrate their process to provide the opportunity for local subcontractors and suppliers to compete for contracts to provide goods, services, and/or construction.

*Note: Item 9 will be used as a basis for negotiation with the highest ranked firm. In the event that these items cannot be negotiated to mutually acceptable amounts, the Clinch County Board of Education will proceed to negotiations with the 2nd highest ranked firm.

Attachment A

INSURANCE REQUIREMENTS

Upon Notice of Award, Vendor may submit this form to their insurance agent as this form contains requirements that may be non-standard in the insurance industry.

Contractor shall furnish the Clinch County Board of Education certificates of insurance as follows from company or companies acceptable to the Clinch County Board of Education.

A. Required Certificates

1. Commercial General Liability Insurance Policy Vendor shall procure and maintain a Commercial General Liability Insurance Policy, including products and completed operations liability, and contractual liability coverage covering bodily injury, property damage liability and personal injury. The policy or policies must be on any "occurrence" basis. The policy shall include contractual liability coverage. The policy purchased by the Vendor must be issued by a company authorized to conduct business in the State of Georgia or by a company acceptable to the Clinch County Board of Education. The policy must include separate aggregate limits per project. Excess liability coverage may be used in combination with the base policy to obtain the limits listed below.

Limits

\$1,000,000 per Occurrence
\$300,000 Damage to Rented Premises each Occurrence
\$10,000 Medical Expense per person
\$1,000,000 Personal & Adv Injury
\$2,000,000 General Aggregate
\$2,000,000 Products – Comp / OP Aggregate

2. Business Automobile Liability Insurance Policy

The Contractor shall procure and maintain a Business Automobile Policy with liability limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence or a policy with a combined single limit of not less than \$1,000,000 covering any owned, non-owned, or hired autos. Excess liability coverage may be used in combination with the base policy to obtain these limits.

3. Workers' Compensation Insurance

Workers' Compensation Insurance in accordance with applicable state laws with the following limits:

Limits

\$1,000,000 each accident - Bodily Injury by Accident
\$1,000,000 each employee - Bodily Injury by Disease

\$1,000,000 policy limit - Bodily Injury by Disease

IF YOUR COMPANY IS EXEMPT FROM WORKERS' COMPENSATION INSURANCE IN ACCORDANCE WITH GEORGIA LAW, PLEASE HAVE YOUR INSURANCE COMPANY SUBMIT A LETTER VERIFYING YOUR EXEMPTION.

B. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

C. Certificates shall contain the Homerville and operations to which the insurance applies.

D. Certificates shall contain Vendor's insurance coverage. If coverage is included in General Liability, please indicate this on the Certificate of Insurance.

E. Certificates are to be issued to:

Clinch County Board of Education
46 South College Street,
Homerville, GA 31634

F. The Contractor shall mail insurance document listed in this form to:

Clinch County Board of Education
46 South College Street,
Homerville, GA 31634

Attachment B

ESTIMATED MINIMUM BID PACKAGE LIST

Site Work
Site Utilities
Site Paving
Site Concrete
Termite Control
Chain Link Fence
Cast-in-place Concrete
Masonry
Structural & Miscellaneous Steel, Metal Stair & Railing
Carpentry
Building Insulation
Doors, Frames & Hardware
Windows, Storefront, Glass & Glazing
Overhead Coiling Doors
Framing, Drywall & Acoustical
Epoxy Flooring
Resilient Flooring & Carpet
Painting & Joint Sealant
Specialties
Signage
Manufactured Canopy Covers
Toilet and Bath Accessories
Toilet Partitions
Roofing
Aluminum Grandstands and Bleachers
Kitchen Equipment
Plumbing
Fire Protection
HVAC
Electrical System (Including low voltage systems)

Attachment C

PRE-CONSTRUCTION FEE AND CONSTRUCTION PHASE GENERAL CONDITIONS FEE

1. Pre-Construction Phase Services
 - a. Estimating
 - b. Subcontractor solicitation
 - c. Scheduling
 - d. Value engineering & constructability reviews
 - e. Reproduction & distribution of bid documents
 - f. Postage
 - g. Advertising
 - h. Office supplies
 - i. Cost of personnel & associated costs (labor burden, cell phone, vehicle)
 - j. Payroll taxes
 - k. Bid packages
 - l. Office costs
 - m. Participation in design meetings
 - n. GMP preparation & delivery
2. Construction Phase Services (General Conditions)
 - a. Project Management (minimum 1 full-time, on-site project manager)
 - b. Assistant Project Manager
 - c. Project Engineer
 - d. Field Supervision (min. 1 full-time on-site superintendent)
 - e. Assistant Superintendent(s)
 - f. Project Clerical
 - g. Additional Project Personnel
 - h. Development of Reports (provide daily and monthly written reports including a daily log and pictorial records of the project progress.)
 - i. Safety and security measures to include all OSHA requirements.
 - j. Performance & Payment Bond
 - k. Payroll Taxes
 - l. Labor Burden
 - m. Builder's Risk Insurance
 - n. Insurance for Construction Manager, personnel, equipment and building
 - o. Temporary office trailer(s) with fully functional lavatory & separate meeting room to accommodate 20 people.
 - p. Office equipment and furnishings, office supplies, telephone, fax, utilities, wireless internet access, drinking water & cups, meeting table and chairs, cleaning supplies, paper towels, toilet paper and any other items necessary to administer the project on-site.
 - q. Vehicles for Contractor's staff.
 - r. Installation, maintenance and removal of Temporary Fencing.
 - s. Project construction signage.

- t. Temporary sanitation facilities.
- u. Jobsite security
- v. Portable construction heat
- w. Dumpsters, labor, tools, supplies, and disposal fees for daily and final project cleanup.
- x. Building layout including engineers, instruments, and supplies.
- y. All insurance listed in the "General Information" section.
- z. All required permits, fees, and applicable state and local taxes.
- aa. Provide EPD storm water monitoring associated with construction activity.
- bb. All testing as stipulated in the contract documents.
- cc. Travel and living expenses for Contractor's Staff.
- dd. Temporary water, electrical, telephone and other utilities required during the construction phase.
- ee. Temporary lighting.
- ff. Temporary weather protection.
- gg. Printing cost for submittals and close-out documents.
- hh. Monthly progress photos.
- ii. Equipment for site logistics and clean-up.
- jj. Itemize any additional General Condition cost not specified above.

Pre-Construction Phase Services Fee: \$_____

Construction Phase Services Fee (General Conditions): \$_____

Attachment D

CONSTRUCTION MANAGEMENT SERVICES FEE STRUCTURE

Overhead & Profit: _____%

Alternates and Change Orders

1. Any Contractor fee for alternates accepted by the Clinch County Board of Education shall be paid using the percentage stipulated herein.
2. Change Orders will only be considered on Clinch County Board of Education requested changes and unforeseeable conditions. The Contractor may initiate a Change Order using the Change Order process and forms determined appropriate by the CCBOE.