

# MUSCOGEE COUNTY SCHOOL DISTRICT

## REQUEST FOR PROPOSAL FOR GENERAL CONSTRUCTION SERVICES FOR HVAC Upgrades at Downtown Elementary, Blackmon Road Middle, and Chiller Replacement at Rigdon Road Elementary Schools Columbus, Georgia

### **GENERAL**

Sealed proposals for general construction services for “HVAC Upgrades at Downtown Elementary, Blackmon Road Middle, and Chiller Replacement at Rigdon Road Elementary Schools”, (the “Project”), will be received by the Muscogee County School District (the “School District”), in the Office of the Director of Construction at 5661 Lorenzo Road, Columbus, Georgia 31904, until 2p.m., Thursday October 16, 2025. Proposals received after this time will not be accepted. All proposals will be opened at the time and place designated in the Request for Proposal for the Project (the “RFP”), and no information contained in the proposals received will be disclosed prior to the School District awarding the contract.

The Project is to be performed pursuant to the AIA A133-2019 Standard Form of Agreement with payment based on the Cost of Work, plus a fee and with a guaranteed maximum price. The successful proposer (the Construction Manager at Risk (CM) shall serve as the contractor and construction manager for the Project.

The upgrades might include all typical construction trades, including mechanical, electrical, plumbing, demolition, painting, floor covering, other finishes, as well as ADA compliance work and local ordinance compliance work for each campus. The services will consist of pre-construction and construction services which may proceed concurrently. Pre-construction services include cost estimating, constructability analysis and scheduling and phasing of the work. The CM will assist the School District and the Project Engineer in finalizing the phasing and scheduling of the work and value engineering of the Project. The equipment Installation schedule is to be determined (TBD) during the preconstruction phase with Substantial Completion to occur as soon as possible, but no later than July 18, 2026.

**A Mandatory Pre-Proposal Conference** will be held on Tuesday September 30, 2025, at 10am at MCSD Construction Dept., 5661 Lorenzo Road, Columbus, GA, 31904. If you do not attend your proposal will not be accepted.

The evaluation factors for the RFP and their relative importance are as follows: Stability of CM (20%), Relative Experience and Qualifications of CM (20%); Quality

of Proposed Management Plan (15%); Past Performance of CM (20%); and Fee of CM (25%).

The RFP can be obtained from the Muscogee County School District, Office of the Director of Construction, at 5661 Lorenzo Road, Columbus, Georgia 31904.

All questions or clarification concerning this RFP shall be submitted in writing to the Office of the Director of Construction of the School District. Respondents to the RFP should not contact other School District department heads or employees with questions regarding this RFP. Please use the Question/Clarification Form included herein.

Responses to questions will be forwarded to all proposers.

Peach Engineering - Columbus, Ga. is the Project Engineer.

### **PUBLIC INFORMATION**

The only information that will be available prior to the School District's awarding of a contract will be a list of proposers submitting proposals. After contract award has been publicly voted on by the Board of the School District other information will be available.

Proprietary information will not be available for public inspection. Proposers shall clearly identify such information contained in their proposal(s) and specifically the Official Code of Georgia Annotated (O.C.G.A.) Title, Chapter & Section that apply. The School District accepts no responsibility for such proprietary information being released if not clearly identified as such.

All information received pursuant to this solicitation and public access to any of this information shall be in accordance with the Georgia Law.

### **ADDENDA**

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal.

### **NON-COLLUSION AND EQUAL OPPORTUNITY POLICY**

The proposal must include a signed Statement of Assurance and Non-Collusion Affidavit in the form attached hereto as Exhibit 'A'.

The proposer must also sign a Contractor Affidavit and Agreement, indicating compliance with O.C.G.A. 13-10-91 (compliance with Federal Work Authorization Program), in the form attached hereto as Exhibit 'B'.

### **TIME FOR CONSIDERATION**

Due to the evaluation process, proposals must remain in effect for at least 45 (forty-five) days after date of receipt.

## **CONTRACT AWARD**

The Project is to be performed pursuant to the AIA A133-2019 Standard Form of Agreement, with payment based on the Cost of Work, plus a fee and with a guaranteed maximum price (GMP). The successful proposer shall serve as the Contractor and Construction Manager at Risk (CM) for the Project. Award of this contract will be made in the best interest of the School District. It is the intent of the School District to award this contract to one contractor, under one contract. Proposals will be opened by the Office of the Director of Construction of the School District at 2p.m., Thursday, October 16, 2025. Proposals will be distributed to an Evaluation Committee, which will meet to discuss and evaluate to make a recommendation of the award.

## **INTERVIEW AND SELECTION**

At the discretion of the Evaluation Committee, the proposer receiving the highest score shall be interviewed by the Evaluation Committee. After the interview process, the Evaluation Committee will make a recommendation to the Superintendent of the School District for the award of the contract.

## **PROPOSED PROJECT SCHEDULE**

It is the intent of the School District to award the contract for the Project within 45 (forty-five) days after the opening of the proposals. After being awarded the contract and as part of the preconstruction services, the CM will work with the School District and the Project Engineer to provide scheduling input and advice in finalizing the construction schedule. We need a GMP by January 9, 2026.

## **PROJECT APPROACH**

The Project Team will consist of the School District's representative, the Project Engineer and any other consultants of the School District, and the construction team of the CM, and the CM's subcontractors; all working together in a cooperative "partnering" manner.

The CM will begin by performing pre-construction services with the Project Team. Services will include conceptual and detailed budgeting and estimating, constructability reviews, evaluation of alternative materials and equipment and systems for performance of the work. The CM will work with the School District to finalize the scheduling of the work. As design proceeds, the CM will also conduct a review of the plans and specifications for completeness and cost effectiveness of the details and materials shown for the work. Input from this review, with suggestions for improvement, will be provided to the School District and the Project Engineer in writing. On completion of the plans and specifications, or at an earlier date, if mutually agreed upon, the CM will develop the Guaranteed Maximum Price (GMP) for the Project. Provided that the GMP is equal to or less than the School District's approved budget, the contract amount (GMP) will be established and construction may proceed. The contract will be for the Cost of Work, plus a fee, with a guaranteed maximum amount. The contract will provide that all

Construction Manager estimates, cost analyses, schedules, phasing plans and post-proposal, pre-construction documents, and subcontractor and material supplier quotations will be available to the School District and other members of the Project Team as the School District, or School District's Representative may direct.

If the initial proposed GMP is greater than the School District's budget, the GMP will not be finalized until it is equal to, or less than the School District's budget or adjusted budget. During the post-proposal, pre-construction period, the CM will cooperate with the Project Team in determining the areas where costs are greater than the School District's budget. The CM will work with the Project Team in developing suggestions for changes to materials, building systems and/or scope needed to bring the estimates into compliance with the School District's budget.

Proposers should show in their response their unique capabilities and experience that bring value to the process.

**INSURANCE**

If awarded the contract, the CM is required to have the following insurance coverage:

- |    |   |                                      |
|----|---|--------------------------------------|
| A. | Workers Comp  | Statutory                            |
| B. | General Liability<br>(Property Damage and Personal Injury)    | \$1,000,000                          |
| C. | Automobile Liability<br>(Property Damage and Personal Injury) | \$1,000,000<br>Combined single limit |
| D. | Excess Liability Umbrella                                     | \$5,000,000<br>over primary coverage |
| E. | Builder's Risk  | 100% of the contract<br>amount (GMP) |

The School District shall be named as additional insured and loss payee on the CM's Liability Coverage & Builder's Risk Coverage.

Insurer Qualifications: Each of the insurance coverages shall be with an insurer with A. M. Best Policy Holders Rating of "A" or better and with a financial size rating of Class V, or larger, and with an outlook rating of either positive or stable.

## **PROPOSAL SUBMISSION REQUIREMENTS**

The complete proposal shall contain the following information and shall be submitted in the order shown below. The proposals shall be in a loose-leaf binder with tabs clearly identifying the contents, and following the outline herein below.

***Submit one (1) original and five (5) identical copies of the proposal.*** For proper identification, the proposer's complete name and address should appear on the exterior of the proposal package.

A. The proposer must complete and submit the following general information:

1. Transmittal letter to include contact person during this process, phone and fax numbers, and e-mail address. An authorized agent must sign the transmittal letter.
2. Satisfactory proof that the proposer will be able to furnish 100% Performance and Payment Bonds at the execution of the contract. (Letter from Surety Company)
3. Evidence of Insurability as outlined elsewhere in this RFP.
4. Executed Non-Collusion/Statement of Assurance Affidavits (Exhibit A).
5. Executed Federal Work Authorization Affidavit (Exhibit B).
6. Updated AIA A305 Contractor's Qualification Statement on file with the School District's Construction Division office within last 6 months.
7. Acknowledgement of receipt of any Addenda.
8. Any other information considered pertinent by the proposer.

Proposals shall be evaluated based on the following factors with the relative importance of each being shown in percentages:

- B. Stability of Proposer (20%): Evidence that the proposer is financially strong, and stability of the proposer as it relates to personnel.
- C. Relevant Experience and Qualifications of Proposer (20% Factor): Experience and availability of the team to be assigned to the Project, and evidence of their experience with HVAC Upgrade projects of similar size, type and complexity. Assigned team's experience with effective cost and schedule control.
- D. Quality of Proposed Management Plan (15% Factor): The proposer's cost management plan, the proposer's schedule management plan during design and construction, the proposer's approach for managing changes within the stated cost and schedule limitations, the proposer's approach for competitively administering and evaluating bid packages, the proposer's approach to the maximum inclusion of local sub-contractors, the proposer's approach to inclusion of minority participation, the proposer's quality assurance program and plan, the proposer's close-out plan, the proposer's work force plan, and the proposer's safety plan and site logistics plan for the Project.

- E. Past Performance of Proposer (20% Factor): The proposer's past performance indicating successful completion of similar HVAC upgrade construction projects, including level of quality of services to the Owners, and proposer's ability to meet budget and scheduling requirements, the proposer's response to project needs during pre-construction and construction, and reference letters attesting to the proposer's performance. Proposers should address scheduling, as completion of the Project in a timely manner is a concern.
  
- F. FEE (25% Factor): The proposer's fee for its overhead and profit shall be stated as a percentage of total construction costs. The costs for any and all estimating and pre-construction services performed during the development of the approved GMP are to be included in the fee. The costs of all personnel utilized for pre-construction and construction staff not stationed fulltime at the jobsite are to be included in the fee, as well as all home-office overhead.

An itemized estimate of proposed general requirements costs for the Project, using the list attached to this RFP as Schedule 'A'. The list is intended as a guide only. Some items will not be required for the Project, while there may be others that are required that are not shown on the list. If an item will be used on the Project and it will be included in the trade packages, please indicate that on the line for that item. During the development of the GMP, this estimate of general requirements costs will be used in the proposer's estimate, unless the proposer can show to the School District's satisfaction that scope of the Project or Project conditions have changed sufficiently to warrant revision to the general requirements cost estimate submitted with their proposal.

Evaluation will take into consideration both the proposed fee, as well as the proposed general requirement costs.

HVAC Upgrades at Downtown Elementary, Blackmon Road Middle,  
and Chiller Replacement at Rigdon Road Elementary Schools  
Muscogee County School District

**Schedule 'A'**

<b>PROPOSED FEE %</b>	
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<b>ITEMIZED ESTIMATE OF GENERAL REQUIREMENTS</b>	
<b>CATEGORY</b>	<b>AMOUNT</b>
SUPERINTENDENT	\$
ASSISTANT SUPERINTENDENT	\$
JOB CLERK	\$
PROJECT ENGINEER	\$
PUNCH-LIST SUPERVISION	\$
OTHER ON-SITE SUPERVISORY PERSONNEL (itemize)	\$
PAYROLL TAXES & INSURANCE (for general requirements)	\$
SURVEY & STAKING	\$
SCHEDULING	\$
ENGINEERING FEES – SITE	\$
ENGINEERING FEES – BUILDING	\$
JOB PHOTOS	\$
MISCELLANEOUS COPYING	\$
GENERAL SUPPLIES	\$
FIELD OFFICE EQUIP.M.ENT	\$
BLUEPRINTS	\$
POSTAGE & DELIVERY	\$
PROJECT SIGNS	\$
TEMPORARY FENCES	\$
PORTABLE TOILETS	\$
MATERIAL STORAGE	\$
CONSTRUCTION OFFICES	\$
CONSTRUCTION OFFICE TELEPHONES	\$
MOBILE/CELL PHONES	\$
IT, COMPUTERS, SOFTWARE	\$
TEMPORARY WATER	\$
GAS & ELECTRICAL POWER DURING CONSTRUCTION	\$
TEMPORARY HEAT	\$
TEMPORARY WIRING & LIGHTS	\$

ITEMIZED ESTIMATE OF GENERAL REQUIREMENTS	
CATEGORY	AMOUNT
UTILITY POLES	\$
ICE & CUPS	\$
EQUIP.M.ENT RENTAL	\$
SMALL TOOLS	\$
SAFETY COSTS	\$
FORKLIFT	\$
MISCELLANEOUS HOISTING (Not including cranes for steel, stone, etc., erection; these to be included in trade costs)	\$
PICK-UP TRUCK	\$
DUMP TRUCK	\$
EQUIP.M.ENT FUEL	\$
WEATHER PROTECTION	\$
TEMPORARY PROTECTION	\$
TEMPORARY ROADS	\$
PUMPING/DEWATERING	\$
PERIODIC CLEANUP	\$
FINAL CLEANUP	\$
TAP AND IMPACT FEES ALLOWANCE	\$
WARRANTY ESCROW	\$
TRAVEL	\$
SITE DEV. & DRIVE PERMITS	\$
BUILDING PERMITS	\$
R.O.W. AND DRIVEWAY PERMITS	\$
PERFORMANCE BOND (for CM)	\$
BUILDERS RISK INSURANCE	\$
REPAIR ADJOINING PROPERTY	\$
SECURITY	\$
GROSS RECEIPTS TAX	\$
LICENSES	\$
LANDFILL FEES (general clean)	\$
DUMPSTER RENTAL	\$
INTEREST EXPENSE	\$
SALES TAX (for general requirements items)	\$
GENERAL LIABILITY INSURANCE	\$
OTHER (itemize)	\$

ITEMIZED ESTIMATE OF GENERAL REQUIREMENTS	
CATEGORY	AMOUNT
GENERAL REQUIREMENTS TOTAL.....	\$ .....
GENERAL REQUIREMENTS Monthly Rate.....	\$ .....

**EXHIBIT 'A'**

MUSCOGEE COUNTY SCHOOL DISTRICT  
COMPETITIVELY BID OR PROPOSED CONTRACTS

**STATEMENT OF ASSURANCE**

**COMPLIANCE WITH BOARD POLICY DJED**

The Undersigned Vendor/Contractor provides this Statement of Assurance to the Muscogee County School District, wherein the Undersigned acknowledges receipt and awareness of Muscogee County School District Policy DJED; the vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability or national origin. Such action shall include, but not limited to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation and training.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Contractor

**MUSCOGEE COUNTY SCHOOL DISTRICT  
COMPETITIVELY BID OR PROPOSED CONTRACTS**

**NON – COLLUSION AFFIDAVIT**

**COMPLIANCE WITH LAWS OF GEORGIA**

I certify that this bid/proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid/proposal for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding/proposals is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid/proposal and certify that I am authorized to sign this bid for the bidder/proposer.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Contractor

Sworn to and subscribed before me the date set forth above.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

(NOTARY SEAL)



# MANDATORY PRE-PROPOSAL CONFERENCE

## ATTENDANCE CONFIRMATION FORM

DATE: \_\_\_\_\_, 20 \_\_\_\_

TO: MCSD Construction Department  
Fax 706-748-2587  
Email [Battles.Jeffrey.W@muscogee.k12.ga.us](mailto:Battles.Jeffrey.W@muscogee.k12.ga.us) Director of  
Construction & [carrion.raymond@muscogee.k12.ga.us](mailto:carrion.raymond@muscogee.k12.ga.us)

### **RE: RFP for HVAC Upgrades at Downtown Elementary, Blackmon Road Middle, and Chiller Replacement at Rigdon Road Elementary Schools**

A Mandatory Pre-Proposal Conference will be held on Tuesday September 30, 2025, at 10a.m. at MCSD Construction Dept., 5661 Lorenzo Road, Columbus, GA, 31904.

The purpose of the conference is to discuss any questions or concerns proposers may have regarding the required services. Please notify the School District's Construction Department to confirm attendance at the mandatory pre-proposal conference, by completing the information below and returning it to the Construction Department by fax or email to the fax number or email address set forth above, prior to September 30, 2025. If you fail to attend the conference your proposal will not be accepted.

**(PLEASE PRINT LEGIBLE)**

From:

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Company Name	Website
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Representative	Email Address
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Complete Address	City	State	Zip Code
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Telephone Number	Fax Number
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**EXHIBIT 'B'**

**MUSCOGEE COUNTY SCHOOL DISTRICT**  
SB 529 Georgia Security and Immigration Compliance Act of 2006

**Federal Work Authorization Program**

“EEV/Basic Pilot Program”

**Effective July 1, 2007**

PUBLIC EMPLOYERS, THEIR CONTRACTORS AND SUBCONTRACTORS ARE REQUIRED TO VERIFY NEW EMPLOYEE WORK ELIGIBILITY THROUGH A FEDERAL WORK AUTHORIZATION PROGRAM

**All Contractors and Sub-Contractors providing services to public employers must register and participate in this Federal Work Authorization Program in accordance with the applicability provisions and deadlines established in O.C.G.A.13-10-91. The EEV/Basic Pilot Program is operated by the Homeland Security Department. To register please log-on to the following website: <https://www.vis-dhs.com/EmployerRegistration>**

This regulation shall apply as follows:

- (A) On or after July 1, 2007, with respect to public employers, contractors, or subcontractors of 500 or more employees;
- (B) On or after July 1, 2008, with respect to public employers, contractors, or subcontractors of 100 or more employees;
- (C) On or after July 1, 2009, with respect to all public employers, contractors, or subcontractors

This Code shall be enforced without regard to race, religion, gender, ethnicity, or national origin.

Please check and initial below to indicate the statutory number of employees the contractor or sub-contractor has.

	Check <u>One</u>	<u>Initial</u>
(A) 500 or more employees	_____	_____
(B) 100 or more employees	_____	_____
(C) fewer than 100 employees	_____	_____

**THOSE CONTRACTORS WHO ARE SUBJECT TO THIS ACT MUST COMPLETE AFFIDAVITS (COPIES OF WHICH ARE ATTACHED) FOR CONTRACTORS (AND SUB-CONTRACTORS) AS EVIDENCE OF COMPLIANCE WITH THE ACT. COMPLIANCE WITH THIS ACT IS A MANDATORY CONDITION OF ANY PHYSICAL SERVICES CONTRACT ENTERED INTO WITH THE MUSCOGEE COUNTY SCHOOL DISTRICT AFTER JULY 1, 2007.**

\_\_\_\_\_  
**CONTRACTOR NAME**

\_\_\_\_\_  
**BY: Authorized Officer or Agent**

\_\_\_\_\_, 20\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Printed Name of Authorized Officer or Agent**