

Your interest and participation in submitting a proposal is appreciated.

PROPOSAL PACKAGE
Construction - General contractor- Consultant Services
RFP# 2013-03-1

This proposal package defines: 1) the services sought from the consultant and 2) generally outlines a) the requirements, b) the timeline for RFP, c) the decision criteria for bid evaluation, and d) the timeline for the actual work.

Background

CEMCO operates a public charter school (K - 5th grade) serving the Chatham County area. Currently operating in modular buildings, in its long-range planning CEMCO is considering building a permanent facility. However, in the short term, to accommodate its immediate projected growth, CEMCO is intending the addition of a new stand-alone modular building. In general terms, through various RFPs, CEMCO will be seeking specialized services to assist with the following: land surveying, site planning, site preparation, provision of an educational modular building, oversight of its full installation and decking, and the acquisition of the required permits and certificate of occupancy for the respective building. The present RFP solicits proposals limited to construction general contractor services to assist CEMCO with obtaining the construction permit and subsequent certificate of occupancy, and to carry out the site preparation and the complete installation of a pre-fabricated school modular structure.

The school is located at 301 Buckhalter Road, Savannah, GA 31405.

Scope of Work for the Present RFP

The required construction general contractor services and conditions outlined below include, but are not limited, the following:

- Application and acquisition of construction permit
- Site preparation, including access to the site and building
- Foundation work for the new modular building
- Turnkey installation of the modular building, including required systems
- Oversight of utilities connection
- Decking of the modular building respecting ADA compliance
- Coordination of certificate of occupancy process and final approval
- Coordination of compliance with the Fire Marshal office
- Work completion within timeline

Time of Performance

CEMCO estimates the work, starting with the acquisition of construction permit, should begin immediately after the conclusion and the awarding of the present RFP. The project, including certificate of occupancy, must be completed by June 21th.

RFP Timeline and Actual Work Schedule

- March 23, 2013 - Advertisement for Bid and Release of **RFP# 2013-03-1**
- March 29, 2013 - Deadline for submission of questions concerning **RFP# 2013-03-1**
- March 29, 2013 - All proposals due to CEMCO main office by 13:00.
- April 1, 2013 - Proposal reviews and selection; interviews of short-listed firms (if required)
- April 5, 2013 - Notification to selected firm and anticipated contract award date
- June 21, 2013 - Work completed; certificate of occupancy submitted to the CEMCO main office by 17:00

Selection Criteria: Terms and Conditions

The most highly qualified offerors designated from the RFP process will provide a Proposal consisting of a detailed scope of services, proposed fee, and schedule. After submission of the Proposal they may be requested to participate in an interview process. After the evaluation, the Selection Committee will identify the consultant/firm that can provide the greatest overall benefit to CEMCO. Should CEMCO be unsuccessful in negotiations with the consultant/firm with the highest score, the consultant/firm with the second highest score will be extended the opportunity to negotiate a contract.

Each Proposal will be evaluated and ranked on the criteria set forth below. The criteria will be weighted as noted below in determining award.

Statement of Proposals Response (100 Points)

- Cost of the overall service - 40 points
- Quality of service (demonstration that consultant/firm actually has an effective quality control program in place and operational) - 5 points
- Demonstrated ability to work within the proposed timeline - 20 points
- The extent to which the service meets the need (demonstration that the prospective consultant/firm has actually provided high quality services) - 10 points
- Applicable references (demonstrated breadth of experience in actually performing the work requested in this RFP for other customers) - 20 points
- Litigation History (declaration of non-issue or summary of litigation, arbitration and negotiated/settled history with previous clients) - 5 points

Business Information

Upon submission of your proposal please provide the following information:

- Consultant/Company name
- Address
- Telephone
- Fax

- Name and Email of main contact
- Social Security number or Federal Tax I.D. Number (whichever is applicable)

Other stipulations

Each Submittal must conform and be responsive to the requirements set forth in this RFP. CEMCO reserves the right to waive any informalities or irregularities in received Submittals. Further, CEMCO reserves the right to reject any and all Submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items.

CEMCO hereby notifies all respondents that it will affirmatively insure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit their responses to this RFP, and no respondent will be discriminated against on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, medical condition, physical disability, or sexual orientation on consideration for the award.

CEMCO reserves the right to change the dates on the schedule without prior notice.