

REQUEST FOR PROPOSAL  
Geotechnical Site Investigation

RfP# 2016-03

Coastal Empire Montessori Charter School, CEMCO, acting by and through its Board of Trustees, is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide a geotechnical site investigation and report for the purpose of designing and constructing a permanent school facility. Through this process CEMCO is looking to achieve the following goal: determine the design criteria for permanent facility and associated site improvements. The proposal must follow best practices for collecting information and evaluating the conditions of the site resulting in a report indicating findings and recommendations. To this end, CEMCO encourages proposals that will achieve this goal, and is seeking to engage one firm for this service.

This RfP is also available on the CEMCO website under the Community Tab: <http://www.cemco.org>.

Proposals will be accepted no later than **12:30 PM on October 12, 2016**, at which time they will be publicly opened and a list of offerors registered. Faxed responses will not be accepted. **Pre-Bid Conference is scheduled September 29, 2016 at 1:30 PM.** If you have any questions or inquiries concerning this request for proposal, please submit them in writing at the school or by email to [teresa.middleton@cemco.org](mailto:teresa.middleton@cemco.org) on or before **October 5, 2016 at 5:00 PM.**

Administrative Information

Final Proposals, as further described herein, should be addressed to:

Teresa Middleton, Business Manager  
Coastal Empire Montessori Charter School  
301 Buckhalter Road  
Savannah, GA 31405

PHONE: (912) 395-4075

HOURS: 9:30 AM – 5:00 PM

Time is of the essence, any proposals received after the announced time and date for submittal will not be considered. Contractors must submit a definitive proposal for the end results that are set forth in this RfP. The proposal must describe the intended performance of the Contractor on the activities prescribed and the resources to perform the activities. The selected Contract must have demonstrated experience in the work prescribed in this RfP.

Enclosed is a proposal packet outlining the items being solicited, instructions describing the submission of the proposal, and an explanation of the proposal evaluation process.

Respondents to this RfP should mail or deliver in person two (2) paper copies to the attention of Teresa Middleton at the office location listed.

Please include in the bid packet the qualification application, submittal form, a copy of the current business license(s), five to seven (3 to 5) references, and insurance certificate. Your interest and participation in submitting a bid is appreciated. Contractor packets will include:

1. Name of the person authorized to represent the organization in negotiating and signing any contract that may result from this document.

2. A description of the organization, size, and structure of the organization's team.
3. A problem statement from the Contractor's viewpoint, the Contractor's proposed methodology, and a work plan for completing the work. The Contractor should clearly define the assumptions behind the Proposal.
4. 3 to 5 References of former clients with summaries or samples of previous work that demonstrate the Contractor's ability to conduct the work as prescribed in the document.
5. Qualification Application
6. Submittal Form
7. Business License
8. Insurance Certificate

## PROPOSAL PACKET

### RfP# 2016-03 Geotechnical Report

This proposal packet defines:

1. Services sought
2. Generally outlines
  - a. Requirements,
  - b. Timeline for Bid,
  - c. Decision criteria for bid evaluation, and
  - d. Terms and Conditions

### **Background**

CEMCO operates a public charter school (pre-K - 5th grade) serving the Chatham County community. Our operations are currently run from modular buildings. CEMCO is seeking specialized services to provide a geotechnical site investigation of its 9 acres for permanent facilities development. The current RfP solicits proposals for the geotechnical site investigation resulting in a report of findings and recommendations.

### **Scope of Work for the Present RfP**

The awardee will answer the following points.

- 1) Typical profile
  - a) Subsurface conditions and soil identification
  - b) Settlement analysis
  - c) Bearing capacity
  - d) Groundwater subsurface conditions, and Seasonal High Groundwater determination
  - e) In-situ infiltration testing
  - f) Seismic analysis
- 2) Design recommendations for construction
  - a) Pavement recommendations for paved areas
  - b) Foundation recommendations
  - c) Earthwork recommendations

The successful consultant may propose to reduce or expand the scope of work based on the needs of the school. Changes to the scope of work are to be clearly identified with an explanation and associated fee adjustment.

In addition, the successful consultant will ensure that services performed meet industry standards, follow best practices, and comply with all laws and regulations concerning data collection and site investigation.

### **Time of Performance**

CEMCO is requesting the selected firm to complete the geotechnical site investigation and provide the report findings and recommendations by December 13, 2016.

RFP Timeline and Actual Work Schedule

1. September 25 & 28, 2016 - Advertisement of Bid
2. September 29, 2016 – Pre-Bid Conference
3. October 5, 2016 - Deadline for submission of questions
4. October 12, 2016 - All proposals due to CEMCO main office by 12:30 P.M.
5. October 13 & 14, 2016 - Proposal reviews and selection; interviews of firms (if required)
6. October 17, 2016 – Selection Committee Recommendation and Board Approval
7. October 18, 2016 - Notification to selected firm, anticipated contract award date (October 20, 2016)
8. December 13, 2016 – geotechnical site investigation complete and report findings and recommendations submitted to Teresa Middleton

### **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 sample report. After submission of the proposal offerors 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 the firm with the highest score decline the offer, the firm with the second highest score will be extended the opportunity to provide services.

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)*

1. 30 points – Cost
2. 20 points – Project Approach
3. 20 points – Demonstrated ability/capability
4. 20 points – Applicable references and Supporting information
5. 05 points – Introductory Letter
6. 05 points – Litigation History

#### *Business Information*

Upon submission of proposals please provide the following information:

- Firm 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.

**SUBMITTAL FORM**

CEMCO RfP 2016-03 – Geotechnical Site Investigation

Cost for services and a brief outline of services must be submitted on this form (in a separate sealed envelope).

Sealed bids will only be opened and accepted from Offerors who submit the Qualification Application

Date\_\_\_\_\_

Cost for proposal services: \_\_\_\_\_

Outline of Services to be provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VENDOR (or authorized representative) Signature\_\_\_\_\_ Please

print name and title\_\_\_\_\_

**CEMCO QUALIFICATION APPLICATION**  
**RfP# 2016-03 Geotechnical Site Investigation**

Company Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Federal I.D. Number: \_\_\_\_\_

E-Verify Number: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Years Operating Under Current Business Name: \_\_\_\_\_

Former Name Organization Operated Under (If Applicable): \_\_\_\_\_

Does the vendor or any officer, director or owner of the company have any pending litigation, outstanding financial dispute relating to prior or current performance with CEMCO, other government agency, individual, company or other party? (circle yes or no) **Yes or No**

If Yes, Please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the vendor or any officer, director or owner of the company had a contract terminated due to non-performance issues in the past three (3) years? (circle yes or no) **Yes or No**

If Yes, Please Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature)