

DECATUR COUNTY BOARD OF EDUCATION

REQUEST

FOR

SEALED COMPETITIVE PROPOSALS

FOR RESURFACING OF:

TRACK AT:

BAINBRIDGE HIGH SCHOOL

BAINBRIDGE, GEORGIA

DECATUR COUNTY BOARD OF EDUCATION

BAINBRIDGE, GEORGIA

DECATUR COUNTY SCHOOL DISTRICT

REQUEST

FOR

SEALED COMPETITIVE PROPOSALS

The **Decatur County Board of Education** is requesting proposals from interested and qualified Firms for the renovation/resurfacing of **Bainbridge High School Track**.

The **Decatur County Board of Education** (hereinafter referred to as School District) plans to select the most qualified Firm to enter into a contract for the renovation for the above referenced project.

The contractor agrees to perform all work in compliance with O.C.G.A.13-10-91, Georgia Security and Immigration Compliance Act. The contractor shall state affirmatively that the individual, contractor, or corporation which is contracting with the Decatur County School District, has registered with and is participating in a federal work authorization program using 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. See **Attachment 2** that must be completed with proposal.

The contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Decatur County School District, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Decatur County School District at the time the subcontractor(s) is retained to perform such service.

SITE VISITS

The School District recommends a visit to the site prior to submitting a bid. Visits are not required but strongly recommended. Individual visits will be arranged at the request of the bidding firm.

DEADLINE

Proposals must be received by the Decatur County School Board Office at **1417 Dothan Road, Bainbridge, Georgia 39817** on or before **1:00 p.m.** Eastern Standard Time on **December 3, 2021**.

After which time and date they will no longer be accepted. Late responses will be returned unopened and will not be considered. To be accepted, all request for proposal responses must be submitted in a sealed package marked “**Competitive Sealed Proposals for Renovation/Resurfacing of: Bainbridge High School Track**”.

SUBMITTAL

- The School District request proposals as to the best way to renovate and resurface the existing track at Bainbridge High School. Proposals should include but are not limited to removal of existing surface, resurfacing, and repainting. Multiple alternatives to the approach and material is acceptable and encouraged.
- Submit two (2) copies of each **Proposal**.
- In a separate sealed envelope, submit one (1) copy of the **Proposal Cost Form** with the **Bid Bond** attached.

Responses must be forwarded or delivered to:

**Scott Miller,
Athletic Director
Bainbridge High School
1 Bearcat BLVD
Bainbridge, GA 39817**

Oral or telegraphic (including FAX) responses are **not** acceptable.

CALENDAR OF EVENTS

Public Advertisement: **November 2, 2021**
Proposals Due: **December 3, 2021**
Evaluation Period: **December 3, 2021 – December 16, 2021**
Award (if acceptable): **December 16, 2021**

QUESTIONS

Please direct all questions regarding this RFP and the program it represents to:

Scott Miller,
Athletic Director
Bainbridge High School
1 Bearcat BLVD
Bainbridge, GA 39187

Phone: 229-248-2230
Email: smiller@dcooe.com

The School District reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be e-mailed to proposers of record and posted to the Decatur County Schools website, www.dcboe.com. Proposers should check this web page frequently for new information.

Submission of a proposal authorizes the School District to make inquiries concerning the proposer and its officers, agents, and representatives to any persons or firms deemed appropriate by the School District.

Proposals are subject to the Georgia Open Records Act. The School District cannot protect proprietary data submitted in proposals.

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

The School District reserves the right to waive any formalities and to select or reject any and all responses as a result of this Request for Proposal. The School District is not liable for any costs incurred by any person or firm responding to this Request for Proposal.

GENERAL INFORMATION

1. Proposal Format:

Proposals must be submitted in the format outlined in this document. Prior to actual evaluation, each Proposal will be reviewed to determine whether or not it is complete. Proposals that do not contain the information requested will not be considered.

Respondents shall use the prescribed format to clearly indicate their experience and qualifications.

2. Responsibility

The selected firm will be required to assume total responsibility for all services offered in his/her proposal. The selected firm will be considered the prime contractor and the sole point of contact with regard to all contractual matters.

3. Required Bonds and Insurance

The firm shall provide the School District with the required bonds as set forth in Georgia law.

Bid Security: A Bid Bond shall be included in the construction proposal envelope. The Bid Bond shall be payable to Decatur County Board of Education in the amount of Five Percent (5%) of the Proposal Amount. Contractor shall honor its proposal for 60 days following the opening of the proposals.

Performance and Labor & Material Payment Bonds: The accepted proposer (contractor) shall furnish a proper Performance Bond and Labor & Material Payment Bond covering the full amount of the Contract Price as security for the faithful performance of all work under the Contract and payment of all charges in connection therewith. The cost of these bonds shall be included in the contractor's proposal response.

To adequately protect the interests of the School District, the successful respondent shall procure, and maintain in effect during the life of the agreement, the following insurance coverages:

Below is listed the insurance coverage which must be procured by the contractor at his own expense. The contractor agrees to follow instructions indicated in each case:

1. **Comprehensive Liability Insurance:**
Combined single limits including Bodily Injury and Property Damage with limits of \$1,000,000 for each occurrence, personal and advertising injury within a limit of \$1,000,000 per occurrence, and \$2,000,000 general and products/completed operations aggregates. General Liability should include premises/operations coverage and products and completed operations coverage. Policy should include X, C, U (Explosion, Collapse, and Underground Coverage).
2. **Auto Liability:**
Including Owner, hired, and non-owned vehicles with Combined Single limits including Bodily injury and Property damage of \$1,000,000 for each occurrence.
3. **Umbrella Excess Liability Insurance:**

Contractor shall carry umbrella excess liability including Auto, General Liability and Workers' Compensation in the amount of \$1,000,000 over existing primary insurance and over self-insured hazards.

4. Environment Impairment Liability and/or Pollution Liability:
\$1,000,000 per occurrence.
5. Worker's Compensation:
As required by law.

All of the above policies must be occurrence based. The Decatur County School District shall be named as an additional insured on all policies. The policies shall contain provisions that the coverage provided by said policies shall be primary to any insurance maintained by the School District. Said insurance shall in fact be primary to any insurance maintained by the School District.

4. Taxes, Fees, Code Compliance and Licensing:

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

5. Payment:

Contractor shall submit monthly payment applications using AIA G702 and AIA G703 Continuation Sheets in addition to Georgia State Department of Education DE Form 0263, July 1982 Edition.

6. References and Proprietary Information:

Submission of a response authorizes the School District to make inquiries concerning the respondent and its officers to any persons or forms deemed appropriate by the School District.

7. Inquiries:

Questions that arise prior to the proposal submittal date shall be submitted in writing to both the School District and the architect.

SELECTION PROCESS

Proposal Evaluation

Interested firms responding to this Request for Proposal must provide the information required to meet the criteria contained in “Response Format and Contents”. The evaluation committee will evaluate submittals and choose the most highly qualified firm. The following criteria will be considered in choosing the most highly qualified contractor:

1. Firm History & Information
2. Relevant Experience
3. Project Approach
4. Claims History
5. References
6. Proposal Cost

Interviews

The firm or firms chosen as a result of the initial evaluation process may, at the discretion of the evaluation committee, be asked to participate in oral interviews. Following these interviews, the evaluation committee will recommend a firm to the Board of Education for review and approval.

Negotiation and Signing of Contract

Upon completion of evaluations by the committee, and the determination that the project is feasible and acceptable to the Decatur County Board of Education, a contract will be executed between the selected firm and the School District.

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 School District 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 School District is that all responses follow the same format in order to evaluate each response fairly. The School District 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.

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.

The Proposal and the Proposal Cost Form shall be signed by such an officer, member, or person as is duly authorized to bind the contractor to a contract.

Each respondent shall provide the School District with **two (2)** copies of his/her proposal. Begin each section and subsection as described herein. 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 School District to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the School District.

Questions that arise prior to the proposal submittal date shall be submitted in writing to the School District.

Proposal Format

1- Firm History & Information (15%)

Briefly describe your firms' organizational structure and history. Include the following information:

- Why you believe your firm is aptly suited to perform Construction services for the Decatur County School District.

2- Relevant Experience (15%)

Provide a list of all relative and similar projects completed in the past five (5) years within 100 miles of Decatur County and specifically identify the four (4) most recently completed projects on the list. Include the following information:

- Project name and location

3- Project Approach (25%)

Provide a brief outline and description of your firm's approach for this project. The description should include, at a minimum, your approach to the following topics:

1. Recommendation as to the best approach and materials
2. Estimated beginning and ending time of project
3. Approach to warranty and service

4- Claims History (10%)

List all litigations, arbitrations, and mediations in which the firm has been involved in the past five (5) years and indicate the disposition of each such claim, the name of the owner, and the nature of the claim.

5- References (10%)

Provide five (5) references from K-12 School Districts that you have worked with in the past that the Decatur County School District can contact to discuss your firm's performance and teamwork.

6- Proposal Cost (25%)

Provide total cost of project: Base Proposal Cost, 5% Bid Bond.

CERTIFICATION OF INFORMATION PROVIDED

The information provided herein is accurate to the best of my knowledge and can be accepted by the recipient as a true representation of:

Firm Name: _____

Signed: _____

Position: _____

Date: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Decatur County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires:
