



**Request for Qualifications and Proposals
Construction Materials Engineering Services
Construction Materials Testing Services
Special Inspections**

Date: September 10, 2018

**Re: New High School Project
2030 Skelton Road
Hoschton, Jackson County, GA**

The Jackson County School System is requesting qualifications and proposals (RFP) for the captioned project to provide Construction Materials Engineering Services, Construction Materials Testing services and Special Inspections for the captioned Jackson County School System project. Submitting firms should have the capacity and experience providing required services for projects of this size and scope.

The planned construction project includes the construction of a new high school facility, associated athletic facilities, and related site work to include clearing, grubbing, grading, erosion control, storm water system, site utilities, curb and gutter, pavement and other site improvements. In addition, site work will include preparation for future middle school and elementary sites on the same property.

The new high school will be approximately 250,000 square feet in size. Site work is anticipated to commence in November 2018, with building construction to start in the spring 2019. Completion of the main building is expected for the middle of the 2020-21 school year or the beginning of the 2021-2022 school year. The overall cost budget for the project is \$65,000,000. The construction delivery method is Construction Manager at Risk.

Site plans are available through Southern A&E at 770-819-777 (Stan Walker).

Attached to this RFP is a Proposed Unit Fee Schedule with Proposed Not-to-Exceed Cost Estimate. Please complete this form with your submission for the above project.

Qualified firms interested in providing qualifications and a proposal must submit the requested forms and any supporting documentation no later than **2:00 PM (prevailing local time) on Thursday, October 18, 2018** to the following address:

Ted Gilbert
Assistant Superintendent for Operations
Jackson County School System
1660 Winder Highway
Jefferson, Georgia 30549

Proposing firms have full responsibility for delivery of proposals to the above address by the time and date listed above. Faxed or email submissions are not acceptable.

Questions related to the RFP or the project should be directed to:

Stan Walker
Southern A&E, LLC
7951 Troon Circle
Austell, GA 30168
(770) 819-7777
swalker@southernae.com

Pre-proposal site visits should be scheduled through Sheila Briggs by email (sbriggs@jcss.us) or telephone (706-367-5151 ext. 17106).

SCOPE OF SERVICES

EROSION CONTROL/NPDES & WATER QUALITY MONITORING (cost of monthly NPDES inspections and rainfall event monitoring to be priced separately - see below)

- Initial erosion inspection
- Daily/Weekly monitoring
- Silt fencing
- Check dams
- Inlets
- Preliminary erosion control plan
- Intermediate erosion control plan
- Final erosion control plan
- Turbidity testing – prior to start of project and after each rain event.

SITE PREPARATION AND GRADING:

- Document the site has been properly stripped of topsoil and vegetation prior to fill placement.
- Prior to fill placement, observe proof-rolling operations and make recommendations for undercutting and/or stabilization, if required.
- Perform laboratory testing of proposed fill soils to determine their suitability, and moisture content versus dry density relationship (i.e. Proctor compaction testing, Atterberg limits determination, and/or sieve analysis, as applicable).
- Provide qualified personnel for observing structural fill placement, and perform field density and moisture content tests at the frequency specified in the project specifications.
- Monitor and provide quantities for removal and replacement of unsuitable soils.

UTILITY EXCAVATION & BACKFILLING (BELOW GRADE WALLS & UNDERGROUND UTILITIES):

- Perform laboratory testing of proposed backfill materials to determine their suitability, and moisture content versus dry density relationship (i.e. Proctor compaction testing, Atterberg limits determination, and/or sieve analysis, as applicable).
- Provide qualified personnel for observing backfill placement and perform field density and moisture content tests at the frequency specified in the project specifications.
- Monitor and provide quantities for removal and replacement of unsuitable soils.
- Trench bed
- Pipe installation
- Manholes and structures
- U/G detention (structure and piping)

MODULAR RETAINING WALLS

- Block work
- Soil bearing capacity
- Compaction/backfill
- Tie back fabric
- Any and all special testing and proctors associated with site modular walls

CONCRETE WALLS

- Foundations including bearing surface
- Reinforcing and installation
- Concrete

- Foundation Drainage

PAVEMENT

- Subgrade compaction
- Stone depth & compaction
- Asphalt – depth, temp and compaction

CONVENTIONAL SHALLOW FOUNDATIONS BEARING SUBGRADE EVALUATIONS:

- Provide qualified personnel to evaluate shallow foundation subgrade materials and confirm design bearing capacity. Subgrade materials will be evaluated by utilizing visual observation, manual probing and portable dynamic cone penetrometer testing techniques.
- Monitor and provide quantities for removal and replacement of unsuitable soils.

STRUCTURAL CONCRETE AND REINFORCING STEEL INSPECTION, SAMPLING & TESTING:

- Document the location, quantity, size, spacing and configuration of the placement of reinforcing steel in structural reinforced concrete.
- Sample and test plastic concrete, and mold four compressive strength cylinders for structural concrete. Testing of the plastic concrete will include measurement of its slump, air content and temperature. Frequency of sampling/testing shall be performed in accordance with project specifications.
- Provide observation during placement of reinforced structural concrete, ensuring that the concrete placement is in accordance with ACI, the project specifications and generally accepted concrete placement practices.
- Secure and transport initial field cured samples to our laboratory where they will be stripped, logged, prepped and final cured in a moist room. Provide on-site curing box for initial curing of the concrete cylinders.
- Perform laboratory compressive strength tests on cured concrete cylinders. Strength tests will be performed on two cylinders at seven days and two cylinders at twenty-eight days.

STRUCTURAL MASONRY INSPECTION - (GROUT & MORTAR) TESTING:

- Document the location, quantity, size, spacing and configuration of the placement of reinforcing steel in structural reinforced concrete masonry.
- Continuously monitor grouting operations, ensuring that the grout placement is in general accordance with ACI, the project specifications, and generally accepted grout placement practices.
- Sample and test plastic mortar and grout, and mold compressive strength cubes and prism samples respectively. Frequency of sampling/testing shall be in accordance with project specifications. Compare test results to mix design

parameters.

- Secure and transport initial field cured samples to a laboratory where they will be stripped, logged, prepped and final cured in a moist room.
- Perform laboratory compressive strength tests on cured test samples.

STRUCTURAL STEEL INSPECTIONS:

- Review the field erection subcontractor submitted welder qualifications and welding procedures.
- Provide Certified Welding Inspectors and ASNT Level II UT Technicians to inspect and test steel erection and connections at the frequency required by project documents.
- Assume the fabrication shop is AISC certified. No fabrication shop inspection is required.

ROOFING OBSERVATIONS:

- Provide an experienced roofing technician to observe that installation of roofing materials is proceeding in substantial compliance with project documents and manufacturers suggested methods.
- Discuss any discrepancies with on-site roofing and contractor personnel prior to leaving the site each day. Observe that resolutions are performed prior to any further work being done in the area of the discrepancy.

Experienced and certified Engineering Technicians, Special Inspectors or Engineering personnel will be assigned tasks as site activities develop and are scheduled by the owner in coordination with the General Contractor or Construction Manager.

Hand written daily field reports and field test results will be provided daily to on-site personnel designated by the owner. Field density compaction tests, laboratory soil testing and laboratory concrete test results will be typed and submitted weekly along with copies of the daily field reports via electronic mail. Reports will be submitted to all parties indicated by the Jackson County School System. Any deficiencies discovered in the work will be verbally conveyed to the necessary parties and follow-up reports will be distributed via fax or email to all concerned parties.

The Not-to-Exceed Cost Estimate outlines the proposed services and estimated costs based on the firm's review of the project plans and previous experience with projects of similar size and scope.

Proposals shall include:

- 1) Proposed Unit Fee Schedule with Proposed Not-to-Exceed Cost Estimate
- 2) Firm qualification narrative
 - Firm description (ownership and history)
 - Experience
 - Personnel and Project Team
 - Certifications/accreditations
 - Other relevant information
- 3) Summary and description of your proposed scope of services
- 4) Three references (include name, email address and telephone number) for similar projects completed within the past twelve (12) months
- 5) Information on past experience working with the Jackson County School System
- 6) Resumes and copies of current certifications for the special inspectors proposed to work on this project
- 7) The location and appropriate lab certifications for the office where this work will be executed. Office location must be within a serviceable distance to Jackson County, Georgia.
- 8) Description of firm's policy as to responses to issues of non-compliance of project documentation and or construction methods.
- 9) Certificate of insurance coverage with limits and 5-year claims history
 - Workers' Compensation per state statute
 - Comprehensive general liability coverage (\$1,000,000 minimum)
 - Automobile liability coverage (\$1,000,000 minimum)
- 10) State whether the firm or an employee of the firm has had litigation, arbitration, or a claim filed by an education client or if the firm or an employee of the firm has filed such actions against an educational client. If yes, provide an explanation of said actions.
- 11) Sample report(s)
- 12) Approval by the local Jackson County governing authority, if any
- 13) Other information the firm would like the owner to review and consider (value added)

To ensure that only certified personnel are being utilized to staff this project in accordance with state law, the Jackson County School System will require proof of certification for each inspector billing time to the project.

Proposals will be reviewed for content and scored by a committee by use of a weighted and scaled matrix that directly corresponds to the requested proposal items.

Category	Points
Firm description	5
Experience	30
Personnel and project team	20
Certifications and accreditations	10
Pricing	30
Value added	5
Total	100

SCHEDULE OF EVENTS

Event	Date	Time
Advertisement for RFP	September 10, 2018	
Deadline for questions and clarifications	October 10, 2018	4:00 PM
Final addendum, if any	October 12, 2018	4:00 PM
Proposals due	October 18, 2018	2:00 PM
Recommendation to Board of Education	November 12, 2018	
Award notification	November 13, 2018	

Standard Terms and Conditions

1. All RFP’s submitted shall be in accordance with the terms of the Jackson County School System RFP and the laws of the State of Georgia.
2. The awarded firm will be required to supply an original and two copies of each invoice and to reference all invoices to the proper purchase order number. No invoices will be processed for payment until all contractual obligations have been met.
3. The awarded firm must furnish proof of insurance as stated in the RFP requirements upon contract award and shall name the Jackson County School System as an additional insured and certificate holder. Firm must maintain insurance coverage for the duration of contract with Jackson County School System.
4. This RFP will be awarded subject to the availability of funds.
5. The Jackson County School System reserves the right in its sole and complete discretion to reject any or all proposals and to waive technicalities and informalities. The Jackson County School System anticipates the contract will be awarded to the most responsive and responsible respondent who provides the highest qualifications and most competitive pricing within the budget parameters for the project and whose proposal response meets the requirements and criteria set forth in this RFP.
6. The JCSS assumes no responsibility or obligation to the respondent and will make no payment for any costs associated with the preparation of submission of a proposal.

7. Jackson County School System standard terms for payment shall be Net 30 days from the date of delivery of goods or services, complete and in satisfactory condition, or date of receipt of correct invoice, whichever is later. All payments will be made in accordance with the Jackson County School System's policies and procedures.
8. E-VERIFY. Contractor must meet all requirements in accordance with the Transparency in Government Act OCGA 13-10-91 (must complete and return attached form).
9. The Jackson County School System reserves the right to amend this RFP prior to its due date.

(This space left intentionally blank)

**PROPOSED UNIT FEE SCHEDULE
 JACKSON COUNTY SCHOOL SYSTEM
 NEW HIGH SCHOOL PROJECT
 2030 SKELTON ROAD**

ENGINEER AND TECHNICIAN SERVICES:

- A. Staff Engineer for foundation and subgrade soil field inspections, data reduction, report preparation, and consultation, per hour..... \$ _____
- B. Project Professional, P.E., or Project Manager for project management, and review of soil, concrete, roofing, structural steel, fireproofing, reinforcing steel, masonry and other construction materials data, per hour..... \$ _____
- C. Principal Professional, P.E., Senior Project Manager for interpretation and consultation, per hour \$ _____
- D. NICET Level II (minimum) for monitoring soil and/or concrete placement and testing, reinforcing steel observations, per hour \$ _____
- E. ICC Reinforced Concrete Special Inspector for monitoring concrete placement and/or reinforcing steel observations per hour..... \$ _____
- F. ICC Reinforced Masonry Special Inspector or MAG certified inspector for masonry reinforcing steel observations and grout/mortar sampling, per hour \$ _____
- G. ICC Structural Steel and Welding Special Inspector, CWI, or ASNT Level II for visual weld and non-destructive evaluation of structural steel weldments by magnetic particle, dye penetrant or ultrasonic methods, per hour \$ _____
- H. ICC Spray-Applied Fireproofing Special Inspector or Engineer for fire-proofing placement observations and sampling/testing, per hour \$ _____
- I. Sample Pick Up Technician for sample transportation, per visit \$ _____
- J. Roofing Technician for monitoring installation procedures of typical roof system applications, per hour \$ _____

LABORATORY SERVICES:

- A. Concrete/Aggregate/Mortar:
 - 1. Concrete cylinder curing, preparation and compressive strength testing, each.....\$ _____
 - 2. Grout prism curing, preparation and compressive strength testing, each\$ _____
 - 3. Mortar cube curing, preparation and compressive strength testing, each\$ _____

- 4. Concrete core curing, prep and compressive strength testing, each.....\$ _____
- 5. Concrete mix design verification, standard, each\$ _____
- 6. Fine Aggregate Sieve Analysis, each\$ _____
- 7. Coarse Aggregate Sieve Analysis, each\$ _____
- 8. Aggregate Specific Gravity\$ _____

B. Soils:

- 1. Moisture Content, each\$ _____
- 2. Atterberg Limits, each\$ _____
- 3. Wash 200, each\$ _____
- 4. Wash 200 and Hydrometer Analysis.....\$ _____
- 5. Grain Size Analysis and Hydrometer Analysis, each.....\$ _____
- 6. Specific Gravity, each.....\$ _____
- 7. Organic Content, each.....\$ _____
- 8. Standard Proctor, each.....\$ _____
- 9. Modified Proctor, each.....\$ _____
- 10. Triaxial Shear (CU), each.....\$ _____

C. Asphalt:

- 1. Extraction/Gradation Test, each\$ _____
- 2. Marshall Stability, and density, each\$ _____
- 3. Core Thickness and Density, each.....\$ _____
- 4. Asphalt coring (assuming fifteen 4-inch diameter cores), per trip.....\$ _____

MISCELLANEOUS SERVICES

- A. Vehicle Transportation, per trip.....\$ _____

- 1. Expenses for special subcontractors, equipment, supplies, permits, or other items not customarily provided by consultant will be charged at cost plus ___%.
- 2. Normal working hours are Monday through Friday, ___ a.m. to ___ p.m. Overtime rates will be applicable for services provided outside normal working hours, over 8 hours per day and on Saturdays, Sundays and holidays at ___ times the standard hourly rate.
- 3. These rates are effective through project completion.

Additional Unit Rates or other pricing for Items not included above:

PROPOSED NOT-TO-EXCEED LUMP SUM ESTIMATE:

_____ (\$_____)

SEPARATE PRICING – Lump sum, all inclusive, monthly cost (regardless of number of rainfall events) to provide NPDES inspections and erosion control and water quality monitoring:

_____ per month (\$_____)

We propose to furnish and deliver any and all of the deliverable and/or services named in the attached Request for Proposal (RFP) for which prices have been set, upon receipt of a Jackson County School System purchase order. The price or prices offered herein shall apply for the period of time stated in the RFP (completion of the project).

We further agree to strictly abide by all specifications, terms, and conditions contained in the RFP, all of which are made part hereof. Any exceptions are noted in writing and included with this proposal.

It is understood and agreed this proposal constitutes an offer, which when accepted in writing by the Jackson County School system, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Jackson County School System.

It is understood and agreed that we have read Jackson County School System’s terms and conditions shown or referenced in the RFP and this proposal is made in accordance with the provisions of such terms and conditions. By our written signature on this proposal, we guarantee and certify all items meet or exceed any and all such Jackson County School System terms and conditions. We further agree, if awarded a contract, to deliver goods and services that meet or exceed the requirements.

It is understood and agreed that this proposal shall be valid and held open for a period of thirty (30) days from the date of submittal.

Firm Name: _____

Authorized Signature: _____

Print Name: _____ 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 (name of public employer) 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 _____, 201__.

NOTARY PUBLIC

My Commission Expires:
