



Randolph County School System

98 School Drive

Cuthbert, GA 39840

(229) 732-3601 (229) 732-3840 FAX

www.sowegak12.org

Rodney Burks, Chairman
Ra'Mel Thomas, Vice-chairman
Henry Cook, Board Member

Jack Fowler, Board Member
Dymple McDonald, Board Member
Dr. Tangela Madge, Superintendent

February 14, 2020

Request for Proposals
Randolph County Public Schools

Consultant Agency/Owner's Rep

Randolph County School System desires to contract with an 'Owner's Representative' (or 'Owners Rep') during the bidding and construction of its facilities. The estimated construction cost of the building program is currently \$18,000,000.00.

Fundamental Task: Act as the Board of Education's representative during all phases of the bidding, construction, and completion processes related to renovating the county's high school (Randolph-Clay).

The Owners' Rep will represent the interests of the Randolph County School System and will report directly to the Board of Education and Superintendent.

Facilities Renovation Project: Randolph-Clay Middle /High School Conversion to K-12 facility

The primary responsibilities of the Owner's Representative shall be:

1. Scheduling, Reporting and Communications

- Generate and contribute, throughout all phases of project, informational reports as needed, detailing project progress, schedule, and financial status. The Board of Education will maintain all financial project accounting and reporting with Owners' Rep to assist in account and report formulation.
- Schedule, facilitate and attend meetings as a representative of the Board of Education. The Owner's Rep shall provide a verbal and written update report to the Superintendent and Board of Education monthly. This accountability measure may come in the form of a brief verbal report at some Board of Education meetings.
- Oversee the development of construction phasing plans in conjunction with the Board of Education, Superintendent, the General Contractor/Construction Manager, and the Architect.

2. Design

- Coordinate design timeline, deliverable timing and scheduled visits with architect.
- Manage process of reviewing design proposals, submittals and documentation and gathering input from the administration and staff.
- Work with the Board of Education and Superintendent to communicate the proposed design to the community.
- Coordinate the process of gaining approval for the design.
- Oversee and manage the completion of all project phases for the Board of Education, functioning as primary conduit between the Board of Education staff, community, and the architecture and engineering firms.



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- Coordinate material specification submittals and selections with the Board of Education, superintendent, and architect to assure installation of low maintenance products and highest life cycle value.
- Provide ongoing review and input directly to the architect to improve constructability and cost effectiveness including review of structural and other critical systems, design critical details and finish schedules as well as identification of missing information required for accurate bidding and accurate construction.
- Assist the architect in the process and solution that defines the scope of sustainability, costs and benefits for the project.

3. Construction

- Act as the Board of Education's representative during all phases of the bidding, construction, and completion processes, including serving as the Board of Education's primary point of contact with the architect and general contractor.
- Under the direction of the Board of Education, coordinate an in-Board of Education construction office, including maintenance of related records, documentation, design data, drawings, correspondence, etc., pertaining to the project.
- Coordinate communication between the architect, general contractor, Superintendent, and the Board of Education Manager and staff regarding operational logistics, timing and construction requirements.
- Attend meetings with architect, Board of Education staff, Superintendent, general contractor/construction manager, sub-contractors.
- Oversee the on-site observation, review of construction activities, and communicate efforts to employ and encourage maximum use of qualified Local Small Business Enterprises, Contractors, Subcontractors and Suppliers.
- In collaboration with the general contractor's Onsite Construction Manager, provide routine reporting on project progress. Track communication between the general contractor and the Architect including Change Order Requests and Requests for Clarifications during the construction process to ensure effective communication and to mediate disputes.
- Approve all Change Orders up to a specified delegation of authority and obtain approval from the Board of Education and Superintendent for all Change Orders exceeding that delegation of authority.

Communicate efforts to employ and encourage maximum use of qualified Local Small Business Enterprises, Contractors, Subcontractors and Suppliers.

4. Budgeting Contracts and Administration

- In conjunction with the Board of Education and Superintendent facilitate all project related contract negotiations and scope of work progress or completion.
- Provide the review and analysis of the bidding process, and work with the architect and general contractor in support of the bid-out, sub-contracting and final cost estimating of the project.
- Provide review and analysis of the preliminary project estimates (based on architect's Schematic Design) from general contractor.
- Review bills and payment applications by architect and general contractor and provide the Board of Education with recommendation for payments.



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- Coordinate, develop, and track budgets for approval by the Board of Education and Superintendent.

5. Completion and Close-out

- In conjunction with the architect, manage the procurement, storage, handling, and installation of furniture, fixtures and equipment.
- Oversee General Contractor, Architect and Board of Education in building commissioning process.
- Manage the project close-out process with general contractor, architect, engineers and Board of Education.

6. Applicants shall submit the Following Information:

- Documentation on significant projects of similar scope, with project description and professional involvement
- Evidence of 20 years of experience with 10 of those years in Georgia; in construction management, field supervision, current construction methods and materials, technology design and application; project manager; sustainable project management and construction (K-12 facilities, municipal buildings, or other) K-12 experience will be given preference.
- Possess either a current Georgia Professional Engineer's license or Georgia Architect Registration.
- Examples of services you have provided for previous municipal building construction projects or similar projects (including experience in evaluating how the project fulfilled the needs and requirements of the client).
- Demonstrated experiences with projects budgeted at \$20,000,000.00 or more.
- Experience in architecture and design.
- Submit resume for each person or persons proposed to work on the project and define the scope of responsibilities for each person's role.
- Submit a range of fee proposal.
- All proposals shall be typewritten or prepared in ink and must be signed in longhand by the proposer or proposer's agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of the partner signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Proposals submitted by a proprietorship must be signed by the owner and the name of each person signing shall be typed or printed legibly below the signature.

Insurance Requirements - The Proposer certifies that they can comply with the minimum insurance requirements as required by Georgia law.



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With the exception of resumes, submit the above information in 10 pages or less. Please mail or deliver seven paper copies and a digital copy to

Dr. Tangela Madge
Superintendent
Randolph County School System
98 School Drive Cuthbert, Georgia 39840

Qualification submittals must be received by 2:00 p.m. Local Current Standard Time on March 5, 2020. After which time and date they will no longer be accepted. Late responses will be unopened, and will not be considered. Oral or telegraphic (including FAX) responses are not acceptable. To be accepted, all responses must be submitted in a sealed package marked "Proposal for Owner's Representative (Construction Management Services) Consultant.

Selection Process:

Selection of the consulting firm will consist of a two-step process. The first step will include a qualifications and fee evaluation, which will result in the firms being ranked. The second step will consist of an interview with the top-ranked firms.

7. Evaluation Criteria: TBD

The evaluation of proposals will be based on the following criteria (per the RFP):

- Pertinent experience of the applicant
- Resumes of key personnel
- Commitment of specific personnel to the project
- Understanding of Board of Education needs and requirements
- Fee Structure

Disclaimer: This RFP does not form or constitute a contractual document. Randolph County Public Schools shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. The Board of Education also will not be responsible for any expenses which may be incurred in the preparation of this RFP. Nor for other costs, including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest-ranked Proposer and/or contract award and/or rejection of a proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees. This RFP is not to be construed as a contract or commitment of any kind. The Board of Education reserves the right to accept or reject any and all responses received as a result of this RFP if it is in the Board of Education's best interest to do so.