

**REQUEST FOR QUALIFICATIONS and PROPOSAL**

**to provide**

**CONSTRUCTION MANAGEMENT AT RISK SERVICES**

**for**

**MIDDLE GEORGIA REGIONAL LIBRARY MACON, GEORGIA**

**ISSUED: October 19, 2023 SUBMITTALS DUE 12 PM, EST ON 11/2/2023**

**REQUEST FOR QUALIFICATIONS**  
**Professional Construction Management at Risk Services**  
**Middle Georgia Regional Library - Macon, Georgia**

The Macon-Bibb County Library Board (as "Owner") is requesting statements of qualifications for professional Construction Management at Risk services for the renovation of the buildings and property located at **5494 Forsyth Road, Macon, Georgia 31210**. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully. The Owner reserves the right to reject any or all statements of qualifications and to waive technicalities and informalities at their discretion.

This project has a very short window to submit qualifications, contract and build. Proposer should not that construction time is of the essence and the MGRL is required to spend \$550,000 on this project by 12/31/2023

**PROJECT BACKGROUND**

There are four buildings on the property located at 5494 Forsyth Road. The scope of this project is the two main buildings that were originally used as classrooms for a daycare facility. Bibb County property records indicate the buildings were constructed in 1985 and 2005. Both buildings are similar in construction in that they have framed walls and support prefabricated wood truss roofs. The older building (closest to Forsyth Road) has a plywood roof deck and is framed on a crawlspace foundation system. The newer building (located behind the front building) has an OSB roof deck and is apparently a concrete slab on grade, poured inside a concrete block foundation wall system. The project is approximately 8,000 s.f.

The scope of this project involves:

- (1) An addition that connects the two buildings in order to create flow between the buildings and increase overall square footage.
- (2) A complete interior renovation to accomplish the project objectives and better utilize the existing space. The front building will house the reading, circulation, and staff area. The rear building will house the stacks.
- (3) A seamless transition between the indoor and outdoor space - the outdoor space should feel like an extension of the library, leading to the programming pavilion located to the west of the back building.

Project Objectives:

- Reading Area: Reading Area that provides a comfortable and welcoming space. Modular furniture to allow for reading, working on laptops, etc.
- Adult Services: Stacks that are adequate for print materials and provide acceptable shelving for growth of the collection.
- Young Adult Services: Stacks that are adequate for print materials and provide acceptable shelving for growth of the collection. Seating and workspace that is suitable for the intended audience.
- Children Services: Children's Area to include stacks, seating, computer stations, story area (storage, puppet theater, SMART Board, etc.). The children's area should be flexible for multiple uses and arrangements.
- Staff and Circulation Services: The circulation desk should be configured for maximum visibility to all areas of the building. A staff workroom should include employee workstations, a break area, and a staff restroom.
- Building Services:
  - All areas must be ADA-compliant.
  - HVAC: Replacement of existing HVAC is necessary to the renovation.

- Electrical/Lighting: Upgrade electrical and lighting to provide increased energy efficiency.
- Technology: Upgrade/Improve technology (wired and wireless) throughout the building. A data/network room should be provided.

Funded: The project is funded through local funds and a Georgia Public Libraries Major Repair and Renovation grant.

Construction Budget: Approximately **\$1,300,000**

Dunwody/Beeland Architects has produced Design Development Documents for the General Contractors to use during this submission. Interested parties shall contact Arielle Schelingsler at email: [aschlesinger@dunwodybeeland.com](mailto:aschlesinger@dunwodybeeland.com).

## **1. CM AT RISK SERVICES REQUIREMENTS**

The Construction Management services shall include a Pre-construction Design Phase and a Construction Phase. The CM will provide comprehensive administration and management of all aspects of the construction of the project and will work in concert with the A/E towards the successful completion of the project on schedule, at or less than budgeted costs, meeting or exceeding standards stipulated by the construction documents, and in adherence with standards required by local authorities and other agencies having jurisdiction.

The CM, either through in-house staff or outside consultant/contractors, will serve as a construction manager/contractor and provide all construction services and activities necessary for the design, construction and occupancy of the project.

The services described in this Request are representative of the services required but do not constitute a comprehensive specification. A comprehensive specification of the Scope of Services required is contained in the proposed Construction Management Agreement that will be issued to all short-listed respondents.

### **A. Construction Management Services to be Provided**

#### **1. Pre-Construction Design Phase Services**

Pre-Construction Design Phase Services shall include, but may not be limited to the following:

- Participate in design team meetings and presentations as required to facilitate the design process.
- Evaluate the design, providing analysis of alternate construction methods and materials for potential quality, cost, and schedule enhancements.
- Evaluate construction documents for constructability, maintainability, potential problems, errors, and compliance with the construction budget.
- Document design and document evaluation process.
- Develop a design and construction schedule, coordinating activities to accomplish the completion of the project by the earliest date possible within the stipulated construction budget.
- Provide cost estimating, cost management, value analysis, value engineering and peer review.
- Provide cost estimating for alternative means, methods, materials or configurations of the design, construction within specific trades, specific systems, and individual construction packages.
- Develop construction budget to be maintained throughout design and construction.
- Develop a GMP upon substantial completion of the documents.

**2. Bidding and Award Phase Services**

Any costs associated with Bidding and Award Phase Services should be included in the Respondent's proposals for Pre-Construction Services or General Conditions. Bidding and Award Phase Services shall include, but may not be limited to the following:

- Provide input on division of construction activities into separate bid packages.
- Pre-qualification of potential contractors and vendors.
- Provide a provisional construction schedule (CPM) for issuance with bid packages.
- Develop bidding requirements necessary to assure time, cost, and quality control during construction.
- Advertise and distribute bidding documents.
- Schedule and conduct pre-bid conferences in conjunction with the Architect.
- Monitor bidder activity to insure adequate contractor and vendor participation.
- Receive and analyze bids for presentation to the project team.
- Verify adherence of bids with construction budget.
- Contract with successful bidders for construction.

**3. Construction Phase Services**

Construction Phase Services shall include, but may not be limited to the following:

- Develop requirements for safety, quality assurance, and schedule adherence.
- Maintain on-site staff for construction management.
- Maintain a system for tracking the timely submittal, review, and approval of shop drawings.
- Coordinate, conduct and document regular construction meetings.
- Prepare and submit change order documentation for approval of the Architect and the Owner.
- Maintain on-site records and submit progress reports to Architect and the Owner.
- Maintain quality control and ensure conformity to contract documents.
- Administration of the construction contract and reconciliation with construction budget.
- Develop and maintain a detailed design and construction schedule (CPM) indicating methods and sequencing of construction activities and milestones necessary for completion of the project by the targeted date.
- Documentation of activities associated with the administration, management, and construction of the project.
- Monthly certification of all work in place and approval of all contractor and vendor payment requests.
- Develop record documents for presentation to the Owner upon project completion.
- Provide enhanced project documentation of the construction (photographic history).
- Develop and maintain contingency log.

**4. Warranty Phase Services**

Warranty Phase Services shall include, but may not be limited to the following:

- Resolution of remaining "punch-list" items.
- Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, and the Owner's final acceptance.
- Monitor, coordinate and resolve all warranty complaints to the satisfaction of the Owner during the one-year general warranty period.

**B. Architect/Engineer Services**

The Owner has contracted with Dunwoody/Beeland Architects, Inc. to provide Architect/Engineer Services for this project. The A/E shall retain all normal architectural responsibilities for professional design, cost control, schedule and quality assurance including normal

construction administration services.

**2. SCHEDULE**

The following Schedule of Events represents the Owner’s best estimate of the schedule that will be followed. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

- a. Deadline for submission of Statements of Qualifications: 11/2/2023 12 PM, EST.
- b. The Architect’s services are anticipated to commence upon award of the contract.
- c. Construction Start – November 27, 2023 (estimated) with the goal of \$550,000 to be spent by December 31, 2023
- d. Construction Completion – June 30, 2024

**3. QUESTIONS AND REQUESTS FOR CLARIFICATION**

It is the responsibility of each Respondent to examine the entire RFQ and seek any necessary clarifications in writing. Questions and requests for clarifications shall be submitted in writing by 11/2/2023 to:

Macon-Bibb County Library Board  
P.O. Box 6334  
Physical Address: 1180 Washington Avenue Macon, GA 31201  
Attn: Mark Bohnstedt, Deputy Director  
**Email:** bohnstedtm@bibblib.org

Answers and clarifications will be emailed to all interested parties.

Viewing of the property is available by appointment only.

Requests can be submitted to:

Mark Bohnstedt, Deputy Director, 478-310-2120, bohnstedtm@bibblib.org

**4. CRITERIA FOR EVALUATION OF STATEMENTS OF QUALIFICATIONS**

- 30 points Base Proposal of Lump Sum Price
- 10 points Offeror/Company Overview
- 20 points Related Experience
- 20 points Qualifications and Experience of Personnel
- 20 points Offeror’s Project Approach

**5. INSTRUCTIONS FOR PREPARING STATEMENT OF QUALIFICATIONS**

General. The instructions below provide guidance for the preparation and submission of qualifications. Their purpose is to establish the requirements, format, and content of qualification responses so they are complete, contain all essential information, and can be evaluated fairly.

Submission and Content of Qualifications. All qualification responses must be received no later than 12 PM, EST, on 11/02/2022, at the following address:

Macon-Bibb County Library Board  
P.O. Box 6334  
Physical Address: 1180 Washington Avenue Macon, GA 31201  
Attn: Mark Bohnstedt- Deputy Director  
Re: RFQ for Professional Architectural Services

Qualifications shall be submitted in one (1) original and five (5) complete copies, prepared in the format and detail as outlined below, to enable the Owner to make a thorough evaluation thereof, and to arrive at a sound determination as to whether the Respondent can meet the requirements

set forth in this RFQ.

Additionally, a Fee Proposal (1 copy) shall be submitted.

It is the sole responsibility of the respondents to assure delivery to the appropriate party. The owner cannot accept responsibility for incorrect delivery, regardless of reason. No submittals will be accepted after the time stipulated above. Submittals will not be accepted via facsimile.

**A. Format and Requirements**

Submittals must meet the requirements of this section to be considered. The response to this Request must be complete; partial or incomplete responses will not be considered. Respondents are required to follow the outline below in their response. Responses should be concise, clear and relevant. Submittals must be on standard 8.5" x 11" paper with pages numbered. A table of contents, with corresponding tabs should be included to identify each section. Please include only the information requested in your submittal.

1. **Letter of Interest** – A letter executed by a principal of the CM firm committing to the requirements specified in this Request. Provide a brief summary of the firm's experience and capabilities in related endeavors with public agencies and why you are interested in this project. Provide an explanation of what differentiates your team as the best candidate for this project.
2. **Description of Firm** – Provide basic company information including name of firm; street, mailing and e-mail addresses; phone and fax numbers; along with the name of a primary contact in regard to this submittal. Provide the number of years the firm has been in business, form of ownership and state of residency or incorporation. If the firm has multiple offices, the submittal should primarily include information about the office that will perform the work. Describe the firm's current position in the construction market and briefly describe the firm's vision or philosophy towards construction (Why are you in business?).
3. **Experience** – Provide examples of specific project experience utilizing a CM form of project delivery, including experience relevant to the type of project to be constructed. Describe three to four roughly equivalent projects (similar type of construction and a contract dollar amount) that demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided: project name, location, dates during which the project was constructed, physical description (square footage, number of stories, site area, etc.), brief description of project services provided by the CM, statement of performance versus owner expectations in the areas of cost, quality and schedule, owner reference and design professional reference.
4. **Project Team** - Provide qualifications and experience of the following key personnel that you are proposing for this project: principal of the CM firm in charge, senior project manager, project manager, major consultants, cost estimating staff, project manager, construction superintendent, project engineer, etc. Include resumes of key personnel for both pre-construction and construction services. Highlight professional qualifications and relevant individual experience. Provide at least two references for the top three (3) key personnel at each service phase. List the firm's percentage mark-up on labor for payroll taxes and insurance.

Substitutions of key team members will not be allowed without written permission of the Owner. Replacements will also have to be approved by the Owner. Where the projected construction start is more than six months from date of the solicitation, multiple names

may be given.

5. **Safety Information** – Submit a copy of your firm’s safety program. Provide a letter on the firm’s insurance company’s letterhead stating the Workers Compensation Experience Modification Factor (EMF) for the past three years. Provide your accident rate for the past three years utilizing the following formula:  $\text{incident rate} = \frac{\# \text{ injuries (200,000)}}{\# \text{ Total Man Hours}}$ . List the contact persons, addresses, and phone numbers for the firm’s insurance carrier and agent.
6. **Financial Information** - Supply financial and main banking references. List the firm’s total annual billings for each of the past three calendar years. What percentage of your firm’s work has been negotiated during the past three years? Has the firm ever failed to complete, or been removed from any project that it has been awarded? The CM selected will be required to provide a 100% performance and payment bond for the entire amount of the cost of construction; confirm your ability to meet this requirement and provide your firm’s bonding rate for a project of this value.
7. **References** - Provide the name, address, telephone number and contact of three references for which you have provided services similar to those described in this Request. Provide the project name and services provided for each reference.
8. **Local Participation Plan** – Provide a plan of action to insure local contractors and suppliers are included in the project when and where beneficial to the project and owner.
9. **Pre-Construction Management Plan** - Describe your firm’s proposed organization for the pre-construction management team including principals, project managers, superintendents, cost estimators, etc. who will manage the process. Identify the individual who will be the leader of your pre-construction team and the principal point of contact between your firm and the Owner, the Architect and other consultants. Describe your firm’s approach to pre-construction services. How does your firm implement cost control and scheduling activities during pre- construction? Describe the level of documentation necessary to obtain a GMP for this project. Describe any of your firm’s policies or recommendations for bonding sub-contractors. Describe how your firm intends to arrange the construction into bid packages in order to reach the proposed schedule and budget objectives. Describe how your firm would encourage participation by local contractors and vendors.
10. **Construction Management Plan** - Describe your firm’s proposed organization for the construction management team including principals, project managers, superintendents, cost estimators, etc. who will manage the project. Identify the individual who, from project start to finish, will be the leader of your construction team and the principal point of contact between your firm and the Owner, the Architect and other consultants. This individual’s competence, leadership and ability to achieve customer satisfaction will be heavily considered in the selection of a CM. Describe your firm’s approach to quality assurance and any quality assurance programs currently in place. Describe your firm’s cost control systems during construction. What type of procedures could your firm implement to insure the prompt and expeditious completion of the punch list and other project closeout activities?
11. **Fee Proposal** - Use the attached Construction Management Fee Proposal Form (Attachment A) to submit fee proposals for the following:
  - Pre-Construction Services – Submit a Fixed Fee (lump sum dollar value) for Pre-

Construction Services as defined in section III of this Request. Fixed Fee shall include overhead and profit for Pre-Construction Services.

- General Conditions Proposal – Submit a Fixed Fee (lump sum dollar value) for General Conditions as defined by Attachment B to this Request.
- Fee Proposal – Submit a Fee Percentage (% of construction costs not including Pre-Construction costs) for Construction Manager’s overhead and profit.

## 7. **EVALUATION AND FINAL SELECTION**

Statements of Qualifications shall be evaluated by the Owner. Incomplete packets will not be scored. At their discretion, the Owner may choose to interview one or more firms. Upon completion of the evaluation of responses, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the highest ranked firm to finalize the terms and conditions of the contract. In the event a satisfactory fee agreement cannot be reached with the highest-ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranked firm and so on until a mutual agreement is established and the Owner awards an architectural services contract.

### A. **Award Conditions**

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications submitted in response, is not binding upon the Owner and does not obligate the Owner to contract for any services. The Owner reserves the right to waive non-compliance with any requirements of this Request and to reject any or all responses. Upon receipt and review of responses, the Owner will determine the Respondent, that in the sole judgment of the Owner, represents the best interests of the Owner (if any is so determined). The Owner then intends to conduct negotiations with such Respondent to determine if a mutually acceptable agreement may be reached.

### B. **Contract Information**

This is a CM-At-Risk Contract. The contract format will be an *Actual Cost plus a Fixed Fee not to exceed the Guaranteed Maximum Price (GMP) Agreement*. During Pre-Construction, the Contractor will be responsible for pricing, value engineering, and maintainability and constructability issues. Construction will commence with the release of distinct work packages based on the design documents. The Contractor shall select all construction subcontracts by competitive selection using cost and other factors, with Owner approval of each subcontractor. The contract may have liquidated damages.

### C. **Form of Contract**

The agreement between the Owner and the Contractor shall be the “AIA Document A133-current edition - Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price”, along with the Owner’s modifications. The General Conditions for the project shall be as described in “AIA Document A201-2017 - General Conditions of the Contract for Construction”, along with the Owner’s modifications and Supplementary Conditions. The General Requirements of the CM contract and General Conditions are not open for negotiation. The construction services will be on an actual cost basis with all savings under the GMP, including unused contingency, returned to the Owner.

## 8. **ADDITIONAL TERMS AND CONDITIONS**

The Owner reserves the right to reject any or all Proposals received. The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner



reserves the right to extend the deadline for submittals.

Upon receipt of said proposals by the Owner, the proposal shall become the property of the Owner without compensation to the Respondent. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

The Owner assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposals. Costs incurred in responding to the request for qualifications and proposals are the Respondents' alone and the Owner does not accept liability for any such costs.

The Owner does not desire to enter into "joint-venture" agreements with multiple Construction Management firms. In the event two or more firms desire to "joint-venture", it is strongly recommended that one incorporated firm become Construction Management firm with the remaining firms being consultants.

**Statement of Agreement**

With submission of a response, the Respondent agrees that he/she has carefully examined the RFQ, and the Respondent agrees that it is the Respondent's responsibility to request clarification on any issues in any section of the RFQ with which the Respondent disagrees or needs clarified. The Respondent also understands that failure to mention these items in the proposal will be interpreted to mean that the Respondent is in full agreement with the terms, conditions, specifications and requirements herein.

**Attachment A**

**Construction Management Fee Proposal Form**

**Pre-Construction Services**

For professional consulting services prior to construction commencement, providing cost estimating services, scheduling services, value engineering constructability and related services described in this Request. The fixed fee for Pre- Construction services is inclusive of all incidental and direct expenses including, but not limited to, travel sustenance, reproduction, salaries, wages, office expenses and fees to trade contractors and vendors assisting the construction manager as defined in this Request. Should the Owner not authorize the Construction Manager to proceed with construction, the fee for Pre-Construction Services is the maximum amount the owner is liable to the Construction Manager.

Pre-Construction Services: \$ \_\_\_\_\_, ( \_\_\_\_\_ dollars)

**I. General Conditions**

Should the Owner authorize the Construction Manager to proceed with construction of the project, the fixed fee construction overhead costs is inclusive of all direct and incidental expenses including, but not limited to, travel, sustenance, reproduction, salaries, wages home office expenses, and those costs listed in the proposed Construction Management Agreement as depicted in the attached Construction Management Agreement. The fixed amount for construction overhead costs is the maximum amount the Owner shall be liable to the Construction Manager for overhead costs.

General Conditions: \$ \_\_\_\_\_, ( \_\_\_\_\_ dollars)

(Include a list of all items included in the general conditions not specified in the attached scope.)

**II. Construction Manager's Fee**

If authorized by the Owner to proceed with construction, the Construction Manager will execute the work and be reimbursed for the actual costs as defined in the proposed Construction Management Agreement, documented overhead costs not to exceed the amount proposed above, and a Construction Manager's fee. The fee shall be submitted as a percentage of the actual construction costs including General Conditions. If the Owner and Construction Manager agree upon a Guaranteed Maximum Price, the Construction Manager's fee shall be converted to a fixed dollar amount and will include any unpaid Pre-Construction service fees.

Construction Manager's Fee: \_\_\_\_\_ % ( \_\_\_\_\_ percent)

Respondent: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_