Georgia State Financing & Investment Commission

Request for Qualifications
RFQ No. TCSG-443-CM
(Step I)

And

Request for Fee Proposal
(Step II)

To Provide
Construction Management Services

for

Project No. TCSG-443
Manufacturing & Diesel Lab Renovation
Chattahoochee Technical College
Acworth, Georgia Campus

TABLE OF CONTENTS

I. PROJECT FACT SHEET

II. RFQ/RFP OVERVIEW

1. GENERAL PROJECT INFORMATION
2. PROCUREMENT PROCESS
3. TERMS

III. REQUEST FOR QUALIFICATIONS (STEP I)

1. QUESTIONS
2. MINIMUM QUALIFICATIONS
3. EVALUATION CRITERIA
4. STATEMENTS OF QUALIFICATIONS CONTENTS
5. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS
6. FINALIST NOTIFICATION

IV. REQUEST FOR FEE PROPOSALS & INTERVIEWS (STEP II)

1. QUESTIONS
2. PRE-PROPOSAL SITE VISIT
3. PREPARING FEE PROPOSALS
4. SUBMITTAL OF FEE PROPOSALS & SCHEDULE
5. INTERVIEW INFORMATION
6. FINAL SELECTION FEE PROPOSAL SCORE + QUALIFICATIONS SCORE

V. FORMS

I. PROJECT FACT SHEET

Construction Management at Risk Services RFQ/RFP No. TCSG-443-CM

SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are prevailing times in Atlanta. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

STEP I		
Date	**Time**	**Activity**
11-04-2026	---	RFQ/RFP issued
11-17-2026	2:00 PM	Deadline for written questions
12-01-2026	2:00 PM	Statement of Qualifications Due
12-9-2026	TBD	Evaluation of Qualifications
STEP II		
12-9-2026	----	Announcement of finalist firms
12-15-2026	9:30 AM	Pre-Interview Site Visit for finalist firms
12-17-2026	2:00 PM	Deadline for written questions
1-5-2027	2:00 PM	Fee Proposals Due
1-6-2027	----	Finalist Interviews

PROCUREMENT CONTACT

Jeff Lacks
jeff.lacks@gsfic.ga.gov
770-550-3774

EGNYTE

Upload one (1) electronic copy of the complete package in .pdf format onto the GSFIC / Egnyte ftp site by selecting this link: **https://gsfic.egnyte.com/ul/pNZmp64ims** and following the upload instructions provided below.

Click on the provided link above, when the page opens, enter name, email address, and company name, click "Continue."

Drag and drop your file or click the "Browse" button to select a document from your computer. You should see an upload progress bar and when it gets to 100% the upload is complete.

II. RFQ/RFP OVERVIEW
Construction Management at Risk Services

The Georgia State Financing and Investment Commission (GSFIC), as “Owner”, on behalf the Technical College System of Georgia (“Using Agency” or 'TCSG"), is seeking firms interested in providing construction management at risk services for a project known as Project No. TCSG-443, Manufacturing & Diesel Lab Renovations, Chattahoochee Technical College, Acworth, Georgia.

1. GENERAL PROJECT INFORMATION

Project Description:
Chattahoochee Technical College provides dynamic career and workforce development opportunities for the people and industries of Bartow, Cherokee, Cobb, Gilmer, Pickens and Paulding counties. In an effort to continue to meet current and future work force needs, the college intends to complete renovations to the existing Building C on the Bartow County campus located at 5198 Ross Road, Acworth, Georgia 30102.

Building C is a 32,623 sq. ft. facility built in 1989. This 35-year-old building occupies a portion of the manufacturing, industrial maintenance, and diesel equipment classes and labs. Renovations are needed to provide additional training space in these growing high demand career fields. Chattahoochee Technical College is prepared to provide the education needed to be successful in these industries, and to secure positions with their partners in the manufacturing, industrial maintenance and diesel equipment industries.

This project scope includes 1,866 sq ft of new space and roughly 28,300 sq ft of renovations to both the Industrial Maintenance and Diesel Equipment Technology Labs. Built in 1989, the building labs have housed multiple programs over the years. These labs have not been renovated but retrofitted to meet the needs of program instruction. The intended outcome of a complete renovation is to bring both labs up to date with the latest technology, modern equipment and expanded student space.

Project Delivery Method:
The delivery method for this Project will be construction manager at-risk (CM/GC), and, at a minimum, will employ the services of a Design Professional and a Commissioning Agent, in addition to the services of a CM/GC**.**

Project Budget
The preliminary Stated Cost Limitation (SCL) or construction cost of the Project is estimated at **$7,032,440**. The final SCL may be revised by the Owner due to final programmatic requirements, funding availability or other circumstances.

Project Schedule
The Design Professional services are anticipated to start in November 2026 with construction documents anticipated for completion by September **2027**. The construction duration to reach material completion for the project is estimated to take **10 to 12-months** (Note: *All of the dates indicated in this section are estimates and as such are subject to change.)*

Sustainable Approach
The project will incorporate the requirements of the Energy Efficiency & Sustainable Construction Act of 2008 (O.C.G.A. 50-8-18) and it is the desire of the Owner to incorporate sustainable design and construction concepts in the project where feasible to do so. Further, Georgia Peach certification is required with commissioning.

Owner's Project Management Program (e-Builder)

CM/GC shall be required to use the Owner's free Project Management Program, E-Builder, for contract administration processes including, but not limited to, Requests for Information, Change Orders, Payment Applications, Notices of Non-Compliance and Incumberance Records.

Contract Information

The contract for Construction Management services will be the GSFIC Construction Management Agreement. The agreement can be located on the Georgia State Financing and Investment Commission's website:

https://gsfic.georgia.gov/doing-business-gsfic/construction-agreements-agency-request-form

Firms are encouraged to review and become familiar with the terms and conditions of this agreement. Firms participating in this procurement process agree to execute the GSFIC contract form without modification.

2. PROCUREMENT PROCESS

Selection of the CM/GC will be a multi-step process based upon the CM/GC's qualifications, as determined by a Selection Committee, and the price of CM/GC's General Conditions and Fees.

Step I - Request for Qualifications

The selection process starts with the Request for Qualifications ("RFQ"). Interested firms shall submit Statements of Qualifications. Firms meeting the Minimum Qualifications outlined in the RFQ will have their Statements of Qualifications reviewed by Selection Committee consisting of representatives of the Using Agency, GSFIC, and possibly a third-party representative (i.e., another state representative.). The Selection Committee shall score each Statement of Qualifications to create a shortlist of the firms with the most appropriate qualifications for the Project ("Finalist Firms").

Step II - Request for Fee Proposals and Interviews

Finalist Firms will be invited to submit Fee Proposals and invited for Interviews with the Selection Committee. The Selection Committee will interview firms and score each firm based upon their qualifications and interview. Each firm will be awarded a Qualifications/Interview Score that is equal to the average score awarded by each of the Selection Committee Members.

Finalist Selection

GSFIC Procurement will review the Fee Proposals of each firm and calculate a Proportionate Price Score for each firm as outlined in the RFP. The Proportionate Price Score will be added to the Qualifications/Interview Score to equal the Total Score. The firm with the highest Total Score shall be selected.

3. TERMS

All respondents to this RFQ/RFP are subject to instructions communicated in this document and additional terms and conditions contained herein.

Restriction of Communications

From the issue date of this (RFQ-RFP) solicitation until the final selection is announced, proposers are not allowed to communicate FOR ANY REASON with any members of the Selection Committee except communications allowed or required during the solicitation process (i.e. communications at the Site Visit or Interviews). Proposers are further prohibited from communicating with GSFIC, the Using Agency, the End-

User, or the Architect, REGARDING THIS RFQ/RFP OR THIS PROJECT except for communications with the GSFIC Procurement Representative. All questions regarding this RFQ/RFP should be directed to the Procurement Representative. For violation of this provision, the Owner reserves the right to reject the qualifications/proposal of the offending proposer.

Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential," or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon GSFIC and does not obligate GSFIC to procure or contract for any services. Neither GSFIC nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by GSFIC and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this RFQ/RFP and to reject any or all Statements of Qualifications or Proposals submitted in response. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached and in the course of doing so may use ideas expressed in any proposal.

Subjective Process

Proposers understand and accept that by responding to this solicitation they are willingly participating in a process that requires members of the of the selection committee to make subjective determinations of qualifications.

Reciprocal Preference Law

For the purposes of evaluation only, a proposer that resides in the State of Georgia will be granted the same preference over proposers that reside in another State in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other State to proposers that reside therein. For the purposes of this law, the definition of a resident proposer is one who maintains a place of business with at least one employee inside the State of Georgia. A P.O. Box address will not satisfy this requirement.

Joint-Venture Proposals

GSFIC does not generally 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 propose and maintain status as the Construction Management Firm with the remaining firms participating as major consultants.

Small and Minority Business Enterprise

It is the policy of the state of Georgia that minority-owned business enterprises (MBE), woman-owned business enterprises (WBE) and small business enterprises (SBE), have a fair and equal opportunity to participate in the state purchasing process. Therefore, the Owner encourages all MBE, WBE and SBE to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit MBE, WBE and SBE in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a

healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development.

Contractors and subcontractors who utilize qualified minority subcontractors may qualify for a Georgia state income tax credits for qualified payments made to minority subcontractors. In accordance with O.C.G.A. 48-7-38, when computing taxable net income of a Georgia based corporation, partnership, or individual, there shall be subtracted from federal taxable income or federal adjusted gross income 10 percent of the amount of qualified payments to certified minority subcontractors for state-agency-related construction projects. For more information on filing only, contact the Georgia Department of Revenue at 404-417-2399.

A company cannot receive an MBE Certification with the state of Georgia government without first receiving the DBE certification. To obtain information on the DBE/MBE Certification contact:

Georgia Department of Transportation
One Georgia Center
600 West Peachtree NW
Atlanta, Georgia 30308
404-631-1990

DOAS Supplier Relations
200 Piedmont Avenue, S.E.
Suite 1308, West Tower
Atlanta, Georgia 30334-9010
404-657-6000

Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Proposal, and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issue(s) in any section of the Request for Proposal with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a proposal, the Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Proposer has not directly or indirectly included or solicited any other Proposer to put in a false or insincere proposal; (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

Debarred, Suspended or Ineligible Firms

Contracts will not be executed and bids or proposals will not be solicited or considered from debarred, suspended or ineligible persons or firms during the period of debarment. The list of debarred, suspended or ineligible firms can be located on the Georgia State Financing and Investment Commission's website at http://www.gsfic.georgia.gov. Once on the website, select the "Doing Business with GSFIC" tab, then select "Procurement Services," then click on the "Debarred, Suspended or Ineligible Entities" tab for access to the list of those firms currently considered debarred, suspended or ineligible to compete, contract or subcontract for work on projects administered by the Georgia State Financing and Investment Commission.

III. REQUEST FOR QUALIFICATIONS (STEP I)

All firms interested in performing CM Services shall submit a Statement of Qualifications in accordance with the terms below.

1. QUESTIONS

The deadline for submission of questions relating to the RFQ is the time and date shown in the Schedule of Events shown above. All relevant and significant questions that have been submitted in writing via e-mail prior to the deadline will be compiled, and answers will be posted to the project information on the Georgia Procurement Registry at http://ssl.doas.state.ga.us/PRSapp/ . Questions from Construction Professionals about any aspect of the RFP, or the project, shall be submitted via e-mail to the Contact on the Project Fact Sheet.

2. MINIMUM QUALIFICATIONS

Firms must meet the following Minimum Qualifications in order to have their Statement of Qualifications reviewed and scored by the Selection Committee.

	The firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
	The firm or its principals have not been terminated for cause or be currently in default on any public works contract.
	Firm must have sufficient bonding capacity for anticipated Stated Cost Limitation.
	The firm must have current Commercial General Liability Insurance coverage with minimum limits of $1,000,000 per occurrence and $2,000,000 general aggregate for premises and operations coverage, $1,000,000 per occurrence and $2,000,000 general aggregate for products and completed operations coverage, and $1,000,000 for personal and advertising injury coverage. Firm must also have current commercial umbrella liability coverage in the amount of at least $5,000,000 per occurrence and general aggregate. (The Owner reserves the right to require additional limits and/or coverage for actual contract.)
	Firms must have a State of Georgia General Contractor's License and must be registered to do business in the State of Georgia with the Georgia Secretary of State.
	Firm must demonstrate sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher
	The firm must demonstrate a commitment to safety with regard to Worker's Compensation by having a current Experience Modification Rating (EMR) of 1.2 or less

3. EVALUATION CRITERIA

The Selection Committee will evaluate the Statements of Qualifications which have met the above minimum qualifications according to the Criteria for the evaluation are listed below:

25% - Stability	Stability of the firm, including the firm's corporate history, growth, resources, form of ownership, litigation history, financials, etc.

45% - Experience and Qualifications	Firm's relevant project experience and qualifications, including the demonstrated ability of firm in effective management of construction of facilities comparable in complexity, size, and function, for Owners such as the State of Georgia and other similarly-structured organizations. This includes relevant experience and qualifications of the firm's proposed Project Team; and the demonstrated proficiency of the firm with projects similar to this Project.
30% - Suitability	Firm's suitability to provide services for project, including whether the firm's size and resources are appropriate in relation to the size and complexity of the project, any unique qualifications for the project, current and projected workloads, the proximity of office to project location, knowledge of or experience with the local subcontractor market, , and special services for project-related concerns.

4. STATEMENTS OF QUALIFICATIONS CONTENTS

Statements of Qualifications shall include the following information and required forms.

REQUIRED CONTENTS FOR ALL STATEMENTS OF QUALIFICATIONS	
A	**BASIC INFORMATION AND MINIMUM QUALIFICATIONS**
A-1	Provide basic company information: a. State company name, address, name of primary contact, telephone number and e-mail address. (If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately.) b. Identify office from which the project will be managed ("Project Managing Office or PMO"). c. Indicate the year the Project Managing Office was established and the number of persons staffing that office and their disciplines. d. Provide form of ownership (LLC, Corporation, Partnership, etc), including state of residency of incorporation, and the year the company was established. e. Provide general information about the firm's personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices f. List the firm's annual revenue, for the parent office and the local office separately, if applicable, for the past 5 years
A-2	Describe your experience with ANY litigation with Owners and/or Architects. State basis of litigation (nonpayment, breach of contract, etc).
A-3	State whether the firm, or a member thereof, has ever been removed from a contract or failed to complete a contract as assigned? If so, provide explanation.
A-4	The firm, in order to be deemed eligible for evaluation, must provide supporting documentation asserting that the firm meets the minimum qualifications required for this project: a. Provide proof that your firm has sufficient bonding capacity for anticipated total cost of work. Surety and insurance companies must be in the current Department of Treasury's Listing of Approved Sureties (Department Circular 570). All insurance and bonds will be obtained through a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. All insurers (or qualified self-insurers or group self insureds, a specific excess insurer providing statutory limits) must have an A.M. Best Financial Strength rating of "A-" or better with an A.M. Best Financial Size Category of Class V or larger. Provide a letter or other supporting documentation from your firm's surety indicating the firm has bonding capacity of the project SCL.

	b. Firms must have Commercial General Liability Insurance coverage with minimum limits of $1,000,000 per occurrence and $2,000,000 general aggregate for premises and operations coverage, $1,000,000 per occurrence and $2,000,000 general aggregate for products and completed operations coverage, and $1,000,000 for personal and advertising injury coverage. Firm must also have current commercial umbrella liability coverage in the amount of at least $5,000,000 per occurrence and general aggregate (the Owner reserves the right to require additional limits and/or coverage for actual contract). Provide a copy of your current insurance certificate. c. Firms must have a valid Georgia General Contractor's License and must be registered to do business in the State with the Georgia Secretary of State. Provide a valid and current Georgia General Contractor License. Provide a Georgia Certificate of Existence or Certificate of Authority demonstrating your firm has registered with the Georgia Secretary of State and is authorized to do business in Georgia. d. Firms must have sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher. Provide no more than a one-page statement evidencing your current ratio. e. Firms must have a current Experience Modification Rating (EMR) of 1.2 or less. Provide evidence from your firm's carrier on their letterhead of your firm's EMR.
A-5	Complete and submit the Certification Form (Exhibit A) as Section "A-5" of the Statement of Qualifications
A-6	Complete and submit a "CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)" (Exhibit "B") with response as Section "A-6" of the firm's Statement of Qualifications. **Failure to submit this form with Statement of Qualifications will result in the firm being eliminated from consideration for this project**
A-7	Complete and submit the "Disclosure Statement" (Exhibit "C") with response as Section "A-7" of the firm's Statement of Qualifications.
B	**EXPERIENCE AND QUALIFICATIONS**
B-1	Describe your firm's proposed construction management team and include an organizational chart of the team. -Identify the primary point of contact. -Please designate the specific individuals who will fill the key roles on your team. -Provide the percentage of time committed during the preconstruction phase and time committed on site during construction for each person. -Provide a resume for each individual. (Resumes should include information regarding similar projects completed.) -Firms should list all positions/persons that CM expects to serve on the construction management team or whose time will be charged to the project. This will include, but is not limited to: a. Superintendent(s) b. Project Manager c. Project Executive/Director d. Preconstruction Lead e. Other project management/support staff providing basic services
B-2	Provide information on the firm's experience on projects of similar size, function, and complexity (similar type of construction as the incumbent project). Describe no more than seven (7) and no less than three (3) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided: a. Project name, location and year completed. b. List the individuals who served as the Project Executive/Director, Project Manager, Superintendent, and Cost Estimator on the projects. Please note whether these individuals are still employed with your firm and if they will be assigned to this project.

	c. Brief description of project and physical description including delivery method, project duration, contract value, square footage, structural components, site area, unique project components or equipment. Include photographs. d. Describe how the completed project is similar to the advertised Project. e. Describe the services performed by your firm and (if multiple offices) the location of the office involved. f. Respective Owner's stated satisfaction in construction and service of your firm. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project. g. Owner/User/Architect contact information.
C	**GENERAL MANAGEMENT APPROACH**
C-1	Provide a brief summary of your general approach to schedule management before and during construction.
C-2	Provide a brief summary of your cost management plan for controlling costs while maintaining the project schedule.
C-3	Provide a brief summary of your procurement process for ensuring adequate skilled workforce and proper subcontractor engagement
C-4	Provide a brief summary of your quality assurance plan. Describe your firm's approach for validating compliance with the construction documents.
D	**PROJECT SUITABILITY**
D-1	Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the size and resources of the firm as related to the size and complexity of the Project, any special or unique qualifications for the project, current and projected workloads, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.
D-2	Indicate the proximity of the Project Site to the firm's office that will be managing the Project. Describe your firm's knowledge of or experience with the local subcontractor market.

5. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

Firms shall submit/upload one (1) electronic copy in .pdf format of the complete qualifications package to a GSFIC ftp site. Submittals must be prepared in a manner that when printed would typically fit on standard (8 ½" x 11") paper. (The entire response shall not exceed 50 pages. Licenses and forms do not count against the page count). Submittals that include qualifications of more than one firm shall not exceed the page limits. Emphasis should be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below:

Submit one (1) electronic copy of the complete package in .pdf format onto the GSFIC / Egnyte ftp site. Uploaded responses (file names) must reference the **RFQ No.-CM,** the **firm's name,** and the word **"QUALIFICATIONS."**

The entire submittal should be submitted as ONE (1) file. Please do not submit individual documents or sections separately.

(File Name Example: RFQ No.-CM, ABC Company, Qualifications)

Upload Instructions:
Upload one (1) electronic copy of the complete package in .pdf format onto the GSFIC / Egnyte ftp site by selecting the link listed on the Project Fact Sheet and following the upload instructions provided below.

Click on the provided link above, when the page opens, enter name, email address, and company name, click “Continue.”

Drag and drop your file or click the “Browse” button to select a document from your computer. You should see an upload progress bar and when it gets to 100% the upload is complete.

Proposers are reminded that failure to comply with the following could result in your submission being deemed non-responsive. Non-responsive submittals will not be considered by the selection committee:

- The total page count of the submittal must not exceed 50 pages (licenses and forms do not count against the page count).
- No links to external electronic documents are permitted.
- Be sure to include the following completed exhibits in your submission. (Forms located at the end of this document):
    - Exhibit A – Certification Form
    - Exhibit B – Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l)
    - Exhibit C – Disclosure Statement
- Statements of Qualifications must be electronically received by the Owner prior to the deadline indicated in the Schedule of Events (located on Project Fact Sheet).
- Printed copies will not be accepted.
- Firms are encouraged to verify with GSFIC that their submittal was received and should do so on the date they are due. Contact the point of contact on the Project Fact Sheet for assistance or confirmation that the file was received.

(Experience with the ftp site indicates that uploads do not always receive the confirmation statement that the file was “successfully uploaded.” Typically, for files ranging in size from 5 – 10 Mb, it should not take more than one or two minutes to complete the upload.)

6. FINALIST NOTIFICATION

Once the Selection Committee has completed the evaluation of the Statements of Qualifications, a list of the finalist firms will be posted on the Georgia Procurement Registry.

End of Section

IV. REQUEST FOR FEE PROPOSALS & INTERVIEWS (STEP II) (From Finalist Firms)

All firms selected ("Finalist Firms") during the RFQ Process are invited to submit fee proposals and interview with the Selection Committee in accordance with the following terms.

1. QUESTIONS

The deadline for submission of questions relating to the RFP is the time and date shown in the Schedule of Events shown above. Questions from Finalist Firms about any aspect of the RFQ, or the project, shall be submitted via e-mail to the Contact on the Project Fact Sheet. All relevant and significant questions that have been submitted via email prior to the deadline will be compiled, and answers will be provided to all Finalist Firms.

2. PRE-PROPOSAL SITE VISIT

A pre-proposal site visit may be conducted by the Owner and, if so, attendance of finalist firms will be mandatory. The date for the site visit is tentatively listed above. The site visitors will convene at a time and location to be determined and communicated in the Notice to Finalists. Additional information, possibly including some program, plans and drawings, may be available at the site visit for finalist review. The Owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the site visit by the scheduled time. Failure to attend a mandatory site visit will automatically result in disqualification from the selection process.

3. PREPARING FEE PROPOSALS AND INITIAL CONSTRUCTION PROGRESS SCHEDULE

Fee Proposals will be solicited from the finalists invited to the interview phase. The Fee Proposal Form will be provided with the Notice to Finalists document and shall be submitted by finalists. Detailed itemization of the fee proposal must be attached to the Fee Proposal Form. Finalists will also be asked to provide a proposed Initial Construction Progress Schedule which includes milestones for certain construction activities. Finalists will be provided with more information regarding the Initial Construction Progress Schedule requirements with the Notice to Finalists.

4. SUBMITTAL OF FEE PROPOSALS AND SCHEDULE

Finalist firms shall submit/upload one (1) Initial Construction Progress Schedule in pdf format to the GSFIC ftp site and one (1) Fee Proposal in pdf format to a GSFIC ftp site. The Initial Construction Progress Schedule and Fee Proposal must be separate pdf documents. The link to the GSFIC ftp site is included on the Project Fact Sheet above.

- Uploaded ***Initial Construction Progress Schedule*** must be labeled/named "Project No.-CM - firm name – Progress Schedule". For example, "Project No.-CM – ABC Contracting – Progress Schedule."
- Uploaded ***Fee Proposals*** must be labeled/named "Project No.-CM - firm name Fee Proposal." For example, "Project No.-CM – ABC Contracting – Fee Proposal."

Proposals must be electronically received by the Owner prior to the deadline indicated in the Schedule of Events. Printed copies will not be accepted. Firms should verify their upload was successful. If difficulty is encountered during upload, contact the point of contact listed on the Project Fact Sheet for assistance.

5. INTERVIEW INFORMATION

Firms selected to participate in interviews shall be notified by the Notice to Finalists letter issued by the Procurement Representative. The Notice to Finalists letter shall designate a place and time for the interview session and shall contain relevant information regarding the interviews/presentations.

The intent of the formal interview process is to provide the Selection Committee with in-depth information from the firm in order to make a final selection of the best-suited firm for the Project. Firms are discouraged from reviewing general company history and experience previously submitted in Statements of Qualifications unless this information is particularly relevant to the presentation. All key personnel should be present at the interview including, at a minimum, the project superintendent, project manager, and project executive.

The interview sessions will last a total of 60 minutes. The format for the interview will be as follows:

a) **Introductions & Project Approach** (35 minutes)
This portion of the interview is reserved for detailed introductions and presentation time. Firms may use visual aids such as PowerPoint to assist with their presentation. Firms have the flexibility to approach the presentation in a manner of their choosing. Firms should focus their presentations on their plan for managing the following construction issues:

- Your approach to the Pre-Construction process including document review.
- Your scheduling process and any concerns with the stated project duration
- Your subcontractor engagement and bidding process
- Budgeting, estimating, and cost management
- Approach to constructing the project, including any specific plans for phasing of the project, strategies for early release of components, site plan or logistic concerns, or other project related issues.

b) **Questions and Answers** – (25 minutes)
This portion of the interview will be reserved for questions from the Selection Committee to help the Selection Committee gain additional insight into the strengths of teams being proposed and clarify any information presented in the Interview.

6. CRITERIA FOR THE EVALUATION OF FIRMS:

The Selection Committee will evaluate the firms based upon Qualifications and Interviews according to the Criteria for the evaluation listed below:

QUALIFICATIONS/INTERVIEW SCORE	
50 Points Qualifications & Experience	Relevant Experience and Qualifications of the proposed Project Team, including experience of the project manager and superintendent working together on past similar projects; experience of the team working together with the selected Design Professional and/or Program Manager; team's experience with projects of similar facility size, type, and complexity. The Owner may use references from stakeholders of the Owner's choosing from previous projects of the finalists, among other information as necessary.
25 Points Project Approach	Firm's approach to those construction related issues presented in the interview.
25 Points Overall Impression	Committee's Overall Impression of the firm and the overall impression of key team members and their ability to effectively answer project questions and provide solutions during the interview.

FEE PROPOSAL SCORE	
100 Points	Upon completion of the scoring of Qualifications/Interviews, GSFIC Procurement will open and score each Fee Proposal. Fee Proposals shall be scored by dividing the total fee proposed by the lowest firm by the total fee proposed by the firm and multiplying the result by 100. For example, if Firm A proposed $105 and Firm B proposed $125, Firm A would be awarded 100 points ((105 ÷ 105) × 100 = 100). Firm B would be awarded 84 points ((105 ÷ 125) x 100 = 84).

7. FINAL SELECTION – FEE PROPOSAL SCORE + QUALIFICATIONS/INTERVIEW SCORE

a. **Calculation of Qualifications/Interview Score**

Upon completion of the Interviews by the Selection Committee, each member of the Selection Committee will score the firms based upon the Qualifications Criteria listed above. GSFIC Procurement will then compile the Qualifications Scores for each firm and calculate the average Qualification/Interview Score for each firm.

b**. Calculation of Fee Proposal Score**

Upon completion of the scoring for Qualifications, GSFIC Procurement will open and score each Fee Proposal. Fee Proposals shall be scored by dividing the total fee proposed by the lowest firm by the total fee proposed by the firm and multiplying the result by 100. For example, if Firm A proposed $105 and Firm B proposed $125, Firm A would be awarded 100 points ((105 ÷ 105) × 100 = 100). Firm B would be awarded 84 points ((105 ÷ 125) x 100 = 84).

c. Calculation of Total Score = Fee Proposal Score (100 possible points) + Qualifications Score (100 possible points)

The Qualifications/Interview Score will be added to the Fee Proposal Score. The firm with the highest total score shall be selected. Negotiations will then be initiated with the most qualified 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 ranking firm and so on until a mutual agreement is established and the Owner awards a contract.

End of Section

V. FORMS

(Exhibit A)

CERTIFICATION FORM

I,_____, being duly sworn, state that I am_____(title) of _____(firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for proposals is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer has not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer has not, in the immediately preceding five years, been suspended, debarred, or otherwise excluded or ineligible from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer has not in the immediately preceding five years been defaulted or terminated for cause in any federal, state, or local government agency contract and further, that the proposer is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Owner and/or GSFIC may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Owner and/or GSFIC may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and understand the successful Proposer will be required to certify compliance with the Immigration Reform Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., by meeting or having complied with the provisions in the Act and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300- 10-1-.01: Contractor will also be required to warrant that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the Owner to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

_____

Signature
Sworn and subscribed

before me This_day of_____, 20___.

_____ _____

NOTARY PUBLIC NOTARY SEAL
My Commission Expires:

(Exhibit B)

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

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any Contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;

b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;

c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;

d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;

e) The Contractor will contract for the 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(a), (b), and (c);

f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and

g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

_____ _____
Federal Work Authorization User Identification Number Date of Authorization

_____ _____
Name of Contractor Name of Project

Georgia State Financing and Investment Commission
Name of Public Employer

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

Executed on _____, 20_____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: _____

EXHIBIT C - DISCLOSURE STATEMENT

All proposers should be aware that the project you are submitting a proposal on is a public project, and the Owner (GSFIC) is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, GSFIC shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal you intend to make for this project, **you must include this Disclosure Statement with your submittal** that answers or addresses the following specific statements:

1. Describe any business transactions occurring within the prior two years between your firm and GSFIC, the Using Agency, or the ultimate end-user of the proposed project.

2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to GSFIC, the Using Agency, or the end-user of the proposed project within the prior one-year period.

3. A *conflict of interest* or *potential conflict of interest* is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with GSFIC, the Using Agency, or the end-user of this project.

This Disclosure Statement should be dated and signed by an authorized signatory for the Proposer and submitted with the Proposer's Submittal as a deliverable.

_____

Name of Firm

_____ _____

Authorized Signature Date