The Board of Regents of the University System of Georgia
&
Georgia Institute of Technology
Atlanta, Georgia

Request for Qualifications (RFQ)

For

Indefinite Delivery Indefinite Quantity (IDIQ)

Construction Program Management Services

Solicitation/Contract No. **1093-27**

Solicitation Date: November 2, 2026
RFQ Due Date: December 11, 2026

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I. INTRODUCTION AND STATEMENT OF NEED

The Board of Regents of the University System of Georgia, by and on the behalf of the Georgia Institute of Technology ("Georgia Tech") is seeking the services of highly qualified Construction Program Management Firms ("Consultant") to represent the Owner and Georgia Tech throughout planning and programming activities, including the development of data, analyses, concepts, and recommendations for the design, and pre-GMP construction phases of projects to ensure that all elements of the work meet the required quality, design standards, budget and construction schedule. Further, the Owner may seek to employ the services of the Construction Program Manager through the completion of the 100% Construction Documents, and Construction Administration. This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services. Some firms that respond to this RFQ, who are determined to be especially qualified, may be deemed eligible and may be invited to interview and offer proposals for these services. 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. Georgia Tech reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at their discretion

More than one Construction Program Management firm may be selected for a one-year term, with the possibility of (4), one-year renewals, to be a provider under an IDIQ contract. The Consultant(s) selected under this procurement will work through the Georgia Tech Office of Planning, Design & Construction (OPDC) or Office of Campus Engineering to provide traditional program management services, project scheduling, and contract management. The Consultant will be required to provide construction administration services, punchlist, commissioning management, and program and cost management services on the following construction delivery methods: Task Order, CM at Risk, Design Build, Design Bid Build, and Direct Award.

Projects assigned to the successful Consultant(s) may include utility infrastructure, interior fit-out, or minor capital projects from $10,000 - $3,000,000 in construction costs. Total Fees for any single IDIQ contract will not exceed $600,000, in any single year, for which the contract is in force. The size of the projects will vary and Georgia Tech in no way guarantees any percentage of this fee will be awarded for any single IDIQ contract. Project work will be located on Georgia Tech's campus in Midtown Atlanta, Georgia.

II. CATEGORY OF WORK

A. Construction Program Management Services IDIQ Contract

Statement of Need

Georgia Tech requires the services of a Construction Program Management Professional (Consultant) to provide program management services for various utility infrastructure and interior fit-out projects of various sizes and scope. To this end, Consultant(s) will be on call to provide services on an as-needed basis. Typically, the services required will be in support of Georgia Tech Planning, Design & Construction Project Managers, Engineers and Planning Teams on various projects.

Georgia Tech's Office of Planning, Design, and Construction and/or Office of Campus Engineering will develop the scope of services on a project-by-project basis. The general scope of services will be in conformance with Georgia Tech's Yellow Book which may be found online at:

https://facilities.gatech.edu/system/files/forms_files/Yellowbook-202204.pdf

To this end, Consultant(s) will be chosen for a one-year term, with the possibility of (4), one-year renewals, to be open-ended service providers. This Consultant will be on call to provide program management consultation on an as-needed basis. Typically, the work required may be a part of a larger renovation project or may be the primary goal of the project.

B. General Requirements

The Consultant must propose as a single construction program management firm. Consultant must not rely on additional firms as consultants to meet the requirements of this contract. The Consultant is expected to have appropriate professional staffing to accomplish the scope of work within the specified term of the assigned IDIQ contract package.

The IDIQ General Consulting Services Contract will be with the Georgia Institute of Technology (Georgia Tech) as an authorized agent of the Board of Regents of the University System of Georgia ("Owner").

The term of the IDIQ contract is to be approximately 12 months with the final deliverable date to be determined. During the term of the IDIQ contract, the Consultant will be on call to provide Construction Program management services as needed for a specific project. The Consultant will be required to designate a highly qualified Lead Program Management Professional for the duration of the project. The Owner reserves the right to designate other specialty consultants/sub-consultants to be used for each project.

Program Management Firms shall be proficient in the following services, while not all services will be performed on every project.

1. Identify program concepts and associated budgets; validate that this Project is financially feasible.
2. Prepare a task-related project delivery schedule.
3. Deliver a fully developed program to the Owner and Georgia Tech.
4. Work with user-group representatives and prepare a program validation schedule in conjunction with the Owner and Georgia Tech.
5. Represent the interests of the Owner and Georgia Tech user groups during the preparation of schematic and design development plans and construction drawings.
6. Develop a framework for negotiating the guaranteed maximum price (GMP) and, if appropriate, the subsequent lump sum contract with the CM/GC.
7. Provide construction administration services to monitor and manage construction activities that will affect the Project's cost, schedule and quality.
8. Coordinate the final building punchlist, including any commissioning all operating systems on behalf of the Owner and Georgia Tech with a full and complete set of all building-related documents at occupancy; provide electronic file copy of the same on computer disk (CD by design professional of record including "as-built" drawings.
9. Perform activities not specifically identified but that are necessary and convenient to the best interests of the Owner and Georgia Tech in completing the Project.
10. Review the program concept and budget constraints to assure that the Project is financially feasible.
    a. Develop a preliminary schedule for the phases of work and continue to refine to provide a robust schedule that is informed based on multiple funding sources (state vs. non- state; public vs. private), and funding availability.
    b. Establish and coordinate appropriate meeting schedule and attendance list; prepare an agenda and meeting notes and task lists after each meeting.
    c. Consolidate all the projects planning actions and supporting documentation that have occurred to date.
    d. Meet with campus facilities staff, user-group representatives, administration, etc., to gain their perspectives of the Owner's project requirements.
    e. In combination with appropriate campus personnel and in support of the program validation effort, tour and photograph the Project site.
    f. Prepare a synopsis of the Owner's project requirements and make appropriate estimates and calculations to ensure that the expected project scope can be achieved adequately within the available funds; identify any shortfalls and suggest (other than the provision of additional funds) methods of achieving balance scope and budget.
    g. Compile the result of the preceding tasks into a bound report that will be presented to the Owner and Georgia Tech in draft form for approval. Upon approval, provide five bound copies of the report to Owner.
    h. Create and distribute meeting notes, decision notes, and related project documentation as prescribed.
11. Prepare a project task-related schedule.

a. Identify essential or major points of interest to Owner and users, and suggest other activities that might have been overlooked or may be the best interests of the Owner and Georgia Tech.
b. Prepare a draft schedule for the entire Project, to include Design and Construction activities.
c. Discuss the draft schedule with Georgia Tech to ensure that the schedule is consistent with Georgia Tech's needs; modify the schedule as necessary to conform to Georgia Tech's needs, or negotiate a modified level of expectation with Georgia Tech; document all conclusions resulting from the process.

12. Develop and implement a cost management (cost containment) strategy that will identify and track decisions that affect cost.
    a. Identify appropriate costs associated with each phase of the Project.
    b. Identify cost tracking methodology that will allow all parties to compare projected costs with actual costs in "real time."
    c. Develop a methodology to inform all parties, including the Design Professional, Owner and CM/GC, if it is expected or projected that expended costs will exceed the cost model. This methodology must include three suggested methods to regain balance between scope and cost. As a minimum, cost containment strategies should include the following considerations:
        i. Maintenance of program scope;
        ii. Hazardous materials assessment;
        iii. Existing utility capacity analysis;
        iv. Peer review of the Project drawings.
    d. Create a project file that tracks all cost-related decisions and includes the rationale for them: provision to Owner with this record in bound form upon the completion of the Project.
13. Participate in the process that will result in the selection of the Construction Manager on CM/GC projects.
14. Facilitate discussions and meetings among the user group representatives, the Owner, essential members of the Georgia Tech staff, the Design Professional, and the CM/GC.
    a. Schedule meetings with the approval of the Georgia Tech to meet with the campus-identified user groups. Explain in detail the process and methods that will be used to construct "their" project; prepare and provide handouts and other materials appropriate to support this task.
    b. Maintain a list of the official campus user-group representatives.
    c. Monitor and document the Design Professional's program validation process and provide Owner and Georgia Tech (including user-group representatives) with a copy of the validated program, signed-off on by Georgia Tech and the Design Professional.
15. Represent the interests of the Owner and Georgia Tech during the preparation of the schematic, design development and construction drawings, including, but not limited to:
    a. Provide cost containment and cost monitoring.
    b. Provide cost-effective decisions.
    c. Ensure compatibility with Georgia Tech's design expectations and Master Plan.

d. Ensure consistency with the scope expectations of the Owner and Georgia Tech as documented in the program validation phase of the Project.
e. Ensure provision of all necessary services and utilities.
f. Provide necessary level of environmental review and documentation.
g. Keep the Owner and Georgia Tech fully aware of the progress of the Project.
h. Maintain the Project schedule.
i. Provide construction quality assurance and compatibility with Project specifications.
j. Provide peer review and constructability of the construction drawings.
k. Ensure that the Design Professional produces a design that is in compliance with national and state codes as they apply to fire and life safety, ADA, mechanical, electrical, telecommunications, and other standards.
    i. Ensure interior finishes, lighting, furniture, other elements provided as part of this Project to take into consideration sustainable elements when appropriate, feasible, and cost effective.
    ii. Ensure all permits are obtained in an efficient and timely manner.
    iii. Coordinate with local Authority Having Jurisdiction, including the City of Atlanta and Georgia Tech Fire Safety office to obtain all required authorizations and permits.

16. Develop framework for negotiating the guaranteed maximum price (GMP) and if appropriate, the subsequent lump sum contract with the CM/GC.
    a. Schedule meetings between the Owner, Georgia Tech, Design Professionals, and the CM/GC, including all other stakeholders, as appropriate.
    b. Create the draft GMP and if appropriate, lump sum contract, to the satisfaction of the Owner and Georgia Tech.
    c. Monitor the actions and track decisions that resulted from this GMP negotiation.
    d. Provide meeting minutes and a "decision log" at the conclusion of the GMP negotiation session.
    e. Compile the final agreement into a contract document suitable for execution by all appropriate parties, obtaining signatures, and distributing the fully executed contract: providing same services if a lump sum contract is subsequently desired by the Owner and Georgia Tech.
    f. Provide monthly reports to include as a minimum a project team directory, project budget & cost management information, schedules, reports/meeting minutes, progress photos, and notification of any present or pending issues that may have budget, schedule or quality impact.
17. Provide construction administration services to monitor and manage construction activities that will affect the Project's cost, quality and schedule.
    a. Monitor the CM/GC's GMP and/or lump sum contract on behalf of the Owner and Georgia Tech; take appropriate actions to assure that the CM/GC maintains consistency with the terms and conditions of its contract.
    b. Monitor construction activities to assure consistency with contractual projects and quality specification and expectations.
    c. Maintain an "on-site" presence during all construction activities to represent the

interests of the Owner and Georgia Tech, assist in clarifying design or construction issues where input from the Owner and Georgia Tech is required, and assure the Owner and Georgia Tech the Project is well and duly constructed.

d. Monitor the Construction Material Testing and Special Inspections

18. Coordinate the final building punch list, including all operating systems, on behalf of the Owner and Georgia Tech.
    a. Represent the interests of the Owner and Georgia Tech during the punch list phase of the Project and expedite this process whenever possible.
    b. Accept all guarantees and warrantees on behalf of the Owner and Georgia Tech.
    c. Monitor all "system start-ups" and "commissioning."
    d. Supervise the CM/GC's turnover of the building to the Owner and Georgia Tech including coordination of all required user training of building equipment/systems: turnover and coordination of all Operation and Maintenance (O/M) manuals; and coordination of turnover of all keys/tools necessary for operation of the building and its systems.
19. Provide the Owner and Georgia Tech with a full and complete set of all building-related documents at Occupancy.
    a. Provide a full and complete cost-expense account (budget reconciliation), separated both by phases of the Project and by major contractor.
    b. A full and complete set of all guarantees and warrantees that are tabbed to indicate the provisions of each guarantee or warrantee.
    c. Provide certification that mechanical and electrical systems have been properly installed and that each system is operating properly.
    d. Provide a fully accurate set of "as built" documents for the building and provide electronic file copy of same document on computer disk (CD) by design professional of record.
    e. Provide and/or undertake other activities appropriate or necessary to represent the interests of the Owner and Georgia Tech as part of the Project's completion and occupancy including assisting with coordination of furnishings and fixtures installation.
20. Track actual expenditures against the budget.

Other Expectations: The Construction Program Manager should also have experience to meet the following expectations:

1. Interact in a positive and supportive manner as a team member.
2. Provide clear, concise and accurate reports on complex budget and construction matters on a regular basis, including dial photographic documentation of project progress.
3. Be knowledgeable of the State of Georgia's construction funding process.
4. Be knowledgeable of the laws of the State of Georgia regarding public works construction contracting.
5. Be Knowledgeable of Georgia Tech's Yellow Book Design Standards.

III. PROCUREMENT PROCESS

A. SELECTION

Consultant firms that will perform work under an IDIQ contract will be selected as a result of the following process:

1. Firms responding to this RFQ will provide a Statement of Qualifications and Performance Data as specified in paragraph 'F' below.

   The Statement of Qualifications and Performance Data will be submitted electronically

   Firms will be evaluated by a selection committee on the basis of the qualification criteria set forth below. The selection committee will be composed of representatives of Georgia Tech's Office of Planning, Design & Construction and/or Office of Campus Engineering, and other representatives as may be appointed by the Owner.

2. Review of qualifications responses by the Selection Committee will result in a shortlist of the best qualified firms.

3. Short-listed firms may be invited to interview. Interviewing firms will prepare and present a detailed staffing plan, work plan, and project approach for consideration by the Selection Committee during the interview and will be evaluated based on the criteria set forth below. Key members of the consultant team must be present during the interview. Georgia Tech may request additional proposal information from shortlisted firms during this process.

4. Shortlisted firms will prepare a ***password-protected***, Rate Schedule (Exhibit B), as outlined in paragraph 'F' of Section IV below. Rate Schedules will be due as noted in the Schedule of Events below and are to be submitted electronically to an email address provided at a later date. Passwords will be requested from those named in the Final Selection.

5. The Selection Committee will make recommendations to the Owner for award of contract(s). The General Consulting Services IDIQ Contract awards are anticipated in late January & early February 2027. The contracts, if awarded, will be with the Georgia Institute of Technology, and will be based on the final evaluation of qualifications and oral presentations, with the submitted Rate Schedule as a consideration. The contracts, if awarded, will be with the Georgia Institute of Technology, and will be based on the final evaluation of qualifications and oral presentations, with the submitted Rate Schedule as a consideration.

The following Schedule of Events represents Georgia Tech's best estimate of the schedule that will be followed. All times indicated are Eastern prevailing times for Atlanta, Georgia. Georgia Tech reserves the right to adjust the schedule as it deems necessary.

Schedule of Events:

	Date	Time
Issue RFQ	November 2, 2026	
Mandatory Prequalification Meeting	November 9, 2026	2:00 PM
Deadline to Submit Questions	November 20, 2026	2:00 PM
Responses to Questions Issued (If Applicable)	December 2, 2026	
Qualification Submittals Due	December 11, 2026	2:00 PM
Selection Committee Issues Shortlist	December 18, 2026	
Interview/Additional Instructions Memo sent to Shortlisted	December 18, 2026	
Password-Protected Rate Schedule (Exhibit B) Due	January 15, 2027	9:00 AM
Interviews of Shortlisted Firms	January 20th-22nd	TBD
Final Selection Announcement posted to GPR	January 27, 2027	

B. Prequalification

A Selection Committee will evaluate the qualifications of all firms responding to this RFQ. Firms intending to submit a Qualifications Package must meet the following prequalification criteria outlined below. Firms that do not meet these criteria should not submit a Qualifications Package as not meeting these requirements will result in **automatic disqualification.**

1. Firm must be a Construction Program Management Firm able to provide specialized Program Management services.

2. Minimum Experience - Lead Construction/Program Management Professional
   - 5 years college or university experience
   - 8 years overall experience
   - The firm or its principals are not ineligible, debarred, suspended or otherwise excluded from bidding or contracting by any state or federal agency, department or authority.
   - The firm must have all necessary, valid and current licenses to do business in the State of Georgia.
   - The firm or its principals have not been terminated for cause or currently in default on any public works contract.

3. Firm MUST hold a Georgia Business License to legally do business in the State.

4. Firms MUST have well established and relevant specialty college and university planning and design experience in new or renovation work.

5. Firms MUST have three to five solid references with only one (1) Georgia Tech reference allowed demonstrating success working with college and university staff & faculty.

6. Firms MUST have the location of a company office within 60 miles of Georgia Tech's main campus. The company location shall be the mailing address provided to the State of Georgia for the registration of the business name of the company.

7. Firms MUST have a solid record of meeting demanding project schedules, within budget and for a reasonable fee

8. Firms MUST have experience and expertise in program management during all phases of a project.

9. Firms MUST have a strategy for team communication and coordination

10. Firms MUST have a strategy for client, project and expectation management

11. Firms MUST have a strategy for quality assurance and control

C. Prequalification Meeting

A ***MANDATORY*** Prequalification meeting will be held **Virtually**. Prospective consultants must attend and sign into the prequalification meeting to gain a full understanding of the requirements of the IDIQ contract. *There will be no exceptions made*. The meeting will consist of a briefing and orientation on project types and delivery methods and an opportunity for questions and clarifications.

Prequalification Meeting Information:

When: November 9, 2026 @ 2:00 PM
Where (If Applicable): Meeting will be held Virtually on Teams
Parking Instruction (If Applicable): NA – Meeting is online
Additional Instruction: See below on how to join meeting:

Microsoft Teams meeting

Join:

https://teams.microsoft.com/meet/2241953174274580?p=WpKewD7dCuYa9Tb9zT

Meeting ID: 224 195 317 427 458 0

Passcode: fg7MP9ES

Need help? | System reference

Dial in by phone

+1 470-705-2566,,661340762# United States, Atlanta

Find a local number

Phone conference ID: 661 340 762#

For organizers: Meeting options | Reset dial-in PIN
Org help

***Prospective consultant's planned Georgia Tech POC/Account Manager must attend and log in at the prequalification meeting to gain a full understanding of the requirements of the IDIQ contract.*

A selection of finalist firms will be made by a Selection Committee consisting of representatives of Georgia Tech's Office of Planning, Design & Construction and/or Office of Campus Engineering, and other representatives as may be appointed by the Owner. The Selection Committee will receive and evaluate the Statements of Qualifications submitted in response to this Request for Qualifications (RFQ), using the following criteria.

D. Criteria for Evaluation of Statements of Qualifications

25% Factor: **Stability:** Firm's stability, including the firm's corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.

45% Factor: **Experience and Qualification:** Firm's relevant experience with owners such as the State of Georgia and/or other similarly structured organizations, preferably higher education and qualifications to include the demonstrated ability of firm in effectively providing outlined services at various stages of projects for a wide range of higher education facilities with varying degrees of complexity, size, and function. This includes relevant experience and qualifications of the firm's principals and lead staff, and evidence of relevant competencies for this RFQ/RFP including the level of and ability to provide these services in-house. Other factors to be considered: Record of meeting demanding schedules, within budget and for a reasonable fee; experience and expertise in budget and schedule management; strategy for team communication and coordination; strategy for client, project and expectation management as well as the firm's strategy for quality assurance and control.

30% Factor: **Suitability**: Firm's apparent suitability to provide the required professional services for this RFQ/RFP, including but not limited to the firm's apparent fit to the needs of the Owner, any special or unique qualifications and projected workloads, the location of Firm's office in proximity to the Owner. The firm's non-discrimination policies, any affirmative action policies and/or stated efforts for W/MBE inclusion will be a part of this evaluation, as will experience and proficiency with program management of public works projects

Finalist Notification

Once the evaluation of the Statements of Qualifications has been completed, a listing of selected finalist firms will be posted on the Georgia Procurement Registry as an addendum. Firms selected as finalists will receive written notification from Georgia Tech via electronic transmission. In this notification, Georgia Tech may request an interview along with the submission of the Exhibit B, Hourly Rates and other required documentation.

E. Submittal of Questions & Requests for Clarification

It is the responsibility of each respondent to examine the entire RFQP, seek clarification in writing, and review its submittal for accuracy before submitting the documents. Once the submittal deadline has passed, all submissions will be final. The Owner will not request clarification from individual proposer regarding their submission but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFQ, or the project, shall be submitted in writing by email and by the deadline included on the Schedule of Events to:

Chris Williams
Project Manager | Construction Services
email: **cbwilliams@gatech.edu**

Email Subject Line shall include the following:

"Construction Program Management Services IDIQ_ Bid-Contract No. 1093-27_*the Firm Name*_Questions"

The deadline for submission of questions relating to the RFQ is the time and date shown in the *Schedule of Events (Section III).*

All relevant questions and requests for clarification received by the Institution in writing, prior to the deadline will be compiled, and answers will be posted on the Georgia Procurement Registry as an addendum to the original solicitation.

F. Statement of Qualifications and Performance Data

(DELIVERABLES "A", "B", and "C" FOR ALL FIRMS)

Statements of Qualifications and Performance Data are to be submitted ***ELECTRONICALLY***

Qualifications submittals must meet the requirements of this section to be considered. The response to this RFQ must be concise, clear and relevant; partial or incomplete responses will not be considered. Proposers are required to follow the outline below in their response. A table of contents, with corresponding tabs should be included to identify each section. Please include only the information requested in your Qualifications submittal.

Submissions should not exceed 20 single sided pages, or 10 double sided pages printed.

Electronic Submittal Packages must include the following:

A. Description and Resources of Firm

A1. Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, E-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office(s) separately. Identify office from which the contract will be primarily managed. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure?

A2. Briefly describe the history and growth of your firm. Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices.

A3. Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Contractors. List any active or pending litigation and explain.

A4. Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.

A5. List the firm's annual average revenue for the past 5 years.

A6. Supply financial references and main banking references.

A7. Has the firm ever been removed from a Construction or professional services contract or failed to complete a contract as assigned?

A8. Complete and submit the "CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)" (Exhibit "C") with response as Section "A9" of the firm's Statement of Qualifications. "Contractor" in this Affidavit shall mean "General Consultant – Construction Program Manager" for the purpose of compliance with O.C.G.A. § 13-10-91, (b). Failure to submit this form with Statement of Qualifications may result in the firm being eliminated from consideration for this RFQ/RFP selection. (This one-page form submission shall not be considered part of the page limits).

B. Experience and Qualifications

B1. Provide professional qualifications and description of the level of experience for principal Consultant personnel. (At this stage, firms are asked for information on lead staff only but may list qualifications and experience on more than one lead individual who is qualified and available for scope as described in this RFQ/RFP. If the firm is selected as a finalist, Georgia

Tech may request detailed information in an interview on the exact proposed expanded team and their relevant experience.)

B2. Provide information on the firm's experience in effectively providing program management services on a wide range of facilities and projects with varying degrees of complexity, size, and function related to higher education. Firm's relevant experience and qualifications effectively providing other professional support services for a wide range of higher education facilities with varying degrees of complexity, size, and function. Describe no more than ten (10) projects, which demonstrate the firm's in-house capabilities to perform the services contemplated by this solicitation. For each project, the following information should be provided:

    a. Project name, location and dates during which services were performed.
    b. Brief description of project and the services performed by your firm.
    c. People from the firm that worked on the project
    d. Owner's stated satisfaction in service of your firm.
    e. Owner's current contact information.
    f. Contractor's current contact information (if applicable).

B3. Provide information about any experience the firm may have specifically with IDIQ Contracts that include any of the services listed in this RFQ. Detail the following:
    a. The term of any IDIQ contract(s),
    b. The agency or firm with which the contract(s) was held,
    c. The duration of the contract(s), and
    d. The total dollar value of the contract(s).

B4. Describe your firm's proposed organization for the Program Management team. Please designate all specific individuals and their roles on your team by submitting an organizational chart for the project: At a minimum, the project organization chart shall show the names of key planners and staff; descriptions of responsibilities for all proposed staff.

B5. Please provide for each of the above personnel current resumes listing relevant project experience and percentage of the person's time to be committed to this project.

B6. Please identify the individual who, from project start to finish, will be the leader of your team and the principal point of contact between your firm and the BOR and the Using Agency. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual's competence, his/her leadership, and his/her ability to achieve customer satisfaction will be heavily considered in the selection.

B7. Provide examples of your team's recent experience in similar projects, including the following information:
    a. Provide detailed information on the three most recent relevant projects your firm has completed with proposed team members working together. Include the total value of the project, dates of the project, quantity of change orders or amendments to the contract and net total cost increase. Summarize the actual

schedule performance relative to the initial project schedule. For each project, provide the name of Client's representative (with a current phone number) who is most familiar with your performance on the project. Summarize successes achieved and problems encountered with the project.

b. Provide a reference from the Client and any other stakeholders (with current phone numbers) familiar with your performance on each of the above projects.

c. List the individuals who served as the Principal Program Management point person, and other key roles on the projects. Please note whether these individuals are still employed with your firm. Identify and provide detailed information on projects in which all or any combination of members of the proposed team has worked together on.

d. Provide detailed information on the level of experience team members have with the design of facilities like the projects provided above; include the project name and project type.

C. Statement of Suitability

C1. Provide any information that may serve to differentiate the firm from other firms in suitability for the scope as described in this RFQ/RFP. Provide evidence of the firm's fit to this type of contract and/or needs of the Owner, any special or unique qualifications provide current and projected workloads, the proximity of office(s) to the Owner, and any services offered by the firm that may be particularly suitable for this RFQ response.

C2. Provide W/MBE status, and any non-discrimination and affirmative action policies of the firm.

C3. Provide evidence of experience and proficiency with public works projects.

No Qualifications submittals will be accepted after the time stipulated above. Qualifications submittals will not be accepted via facsimile or e-mail.

It is also the responsibility of the Proposers to examine the entire RFQ, seek clarification in writing, and review their qualifications for accuracy before submitting a response. Once the deadline has passed, all submittals will be final.

G. Submittal of Statements of Qualifications

The Qualifications Submittal shall be uploaded as one (1) complete package in .pdf format to the email link provided. Please do not submit individual documents or sections separately. The file shall be titled in the format below.

EXAMPLE:
"**CM Program Management Services IDIQ_ Bid-Contract No. 1093-27_*Firm Name*_Qualifications"**

Upload Qualification Package Submissions to the following Email Addess:

Chris Williams
Project Manager – Construction Services
email: cbwilliams@gatech.edu

Qualification Packages *do not* need to be password protected.

- Proposals (Exhibit B – Hourly Rates) required by *Shortlisted Firms Only* are to be password protected file and will be due as per Section III, A.5: Schedule of Events.

The selection committee will only ask for the password to the Exhibit B Proposal form from the selected/winning firms.

Statements of Qualifications must be received electronically by the Owner prior to the deadline indicated in the Schedule of Events (Section III, A.5 of the Procurement Process). Printed copies will not be accepted.

Firms are encouraged to verify their upload was successful at least 45 minutes prior to the deadline.

A list of firms submitting responsive Statements of Qualifications will be published on the Georgia Procurement Registry site.

It is the sole responsibility of the Proposer to ensure delivery of the Qualification Packages by the specified deadlines; the Owner cannot accept responsibility for failed/incorrect delivery, regardless of reason. No submittals will be accepted after the time stipulated above. Submittals will not be accepted via mail, courier, or fax.

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.

H. Evaluation of Written Qualifications & Shortlisting

After receipt of the qualification submittals, up to eight firms judged most qualified based on the information submitted may be invited to participate in a virtual interview with the Selection Committee. The firm will put forward the Project Lead they intend to assign to the GT account for the management of the IDIQ Agreements and that person will be accompanied by their immediate executive supervisor for a 30-minute interview.

Interviews may not be required for returning Vendors who have positive prior experience and success working with Ga Tech. Evaluations of Construction Management firms commenting on their performance over the duration of their contract(s) with Georgia Tech will be considered. **

Evaluating Firm Interviews: Criteria

Major Category	**Criteria**
Qualifications and experience of the Project Lead *(POINT VALUE=20)*	
	Education, Training & Experience of the Firm's Project Lead and Staff
	Quality of references for the Project Lead
	Communication skills of Project Lead
	Proposed Project Lead's experience with projects of various sizes and types
	Team's experience specifically with renovations of existing buildings
	Proposed team's experience with effective budget control
	Proposed team's experience with effective schedule control
Services *(POINT VALUE= 30)*	
	Quality of firm's proposed services and how well services address proposed project needs
	Project Progress Reports
	Firm's articulation of alternative approaches, demonstrating flexibility in addressing project requirements
	Firm's ability to apply in-house services to solving project issues
Management Plan for IDIQ Order Awards *(POINT VALUE=30)*	
	Firm's demonstrated ability to solve complex project issues
	Effectiveness of firm's cost management plan during design and construction
	Firm's approach for managing changes within the stated cost and schedule limitations
	Effectiveness of firm's schedule management plan during design and construction
	Effectiveness of quality assurance program and plan

	Effectiveness of closeout plan
	Effectiveness of plan for administering any other services identified by firm and offered to add value to project
Nondiscrimination Policy *(POINT VALUE=10)*	
	Firm's nondiscrimination policies, any affirmative action policies concerning its work force and procurement practices, and any proposed efforts for inclusion of small and minority business enterprises
	Firm's approach to implementing an effective non-discrimination policy and local or small subconsultant outreach program
	Firm's record on nondiscrimination based on race, creed, color, sex, or national origin in its employment or procurement practices
Safety & Site Security *(POINT VALUE=10)*	
	Quality of firm's safety plan.
	Quality of firm's logistics plan.

Interview Sequence

Because the interview is to be conducted live (virtually), Consultant Lead and their Supervisor should be prepared to cover any of the topics mentioned below for possible discussion.

-

a. **Personnel**

The interviewees should be prepared to address any of the topics described below, as well as other relevant questions posed by the Selection Committee.

1. Project Staffing:

   Describe your firm's proposed organization for the management team.

   - Principal
   - Lead Program Manager/Professional
   - Assistant Program Manager
   - Subconsultants/Other (please describe, if applicable)

2. Identify the person who will be the leader of your team and the principal point of

contact between your firm and GT and other prospective Consultants. This person's competence, leadership, and ability to achieve customer satisfaction will be heavily considered in the selection of a construction management firm.

b. **Services**

1. Describe a list of services that your firm normally provides.
2. Define value engineering and describe your approach to providing value engineering with relevant examples.

c. **Management Plan**

1. Describe your process for efficiently resolving issues and maintaining project commitments. Provide specific examples demonstrating your ability to solve complex project issues without compromising your team commitments.
2. Describe your systems and procedures for controlling costs and changes during design and construction.
3. Describe your systems and procedures for meeting "open book" requirements.
4. Describe systems and procedures your firm uses to manage the project schedule.
5. Provide your firms detailed compliance procedures, project accounting procedures, and issue resolution.
6. Provide your quality assurance plan for IDIQ services. Explain your process for ensuring quality workmanship.
7. Provide a statement of your definition of your firm's proposed overall role in this project, your anticipated level of management responsibility and accountability for project concerns. Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the BOR, Using Agency, and others as applicable. Provide detailed procedures for routine solving complex project issues without compromising your team commitments. Provide your proposed methods and plans of communication.
8. Provide your proposed timeline covering the scope of work and a detailed work plan for the project. Each milestone must include the detailed steps describing the tasks to be done. Describe systems and procedures your firm uses to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.
9. Provide your detailed plan for applying any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

d. **Nondiscrimination Policy**

1. Describe your firm's nondiscrimination policies, any affirmative action policies concerning its work force and procurement practices, and any proposed efforts for inclusion of small and minority business enterprises.
2. Describe your firm's record on policies of nondiscrimination based on race, creed, color, sex, or national origin in its employment or procurement practices.

I. Restriction on Communications

From the issue date of this RFQ and until firms are selected and the selection is announced, responders are not allowed to communicate with any person on the staff of Georgia Tech Office of Planning, Design & Construction, Office of Campus Engineering, or the Board of Regents regarding this offering except through the Issuing Officer or an assigned delegate. Procedural questions and clarifications regarding this RFQ should be reserved for the prequalification meeting.

J. Cost of Preparing Qualifications Submittals

The cost for preparing qualifications submittals in response to this RFQ is the sole responsibility of the responding firm. The Owner is not obligated to any party to reimburse such expenses.

IV. MISCELLANEOUS PROVISIONS OF THIS RFQ

A. Right to Reject Qualifications and/or Proposals

The Owner reserves the right to reject any and all qualifications and/or proposals.

B. Form of Contract

The IDIQ General Consultant Contract will be used as attached to this RFQ. It provides for a maximum cost limitation to include the issuance of General Consultant Orders. The Contract will be with Georgia Tech as authorized agent of the Board of Regents of the University System of Georgia. Prospective proposers are urged to carefully read the IDIQ Contract prior to submitting their qualifications. Changes to the contract language will not be considered. Please visit the Office of Planning, Design & Construction web site to review the A&E.

https://facilities.gatech.edu/system/files/forms_files/Yellowbook-202204.pdf

Also, if firms have not previously worked with Georgia Tech, they will be required to visit the Georgia Tech Business Services web site to register as a new Vendor All vendors must be registered

with Georgia Tech in order to be awarded a contract. The Link below will bring up the instructions on how to register:

https://facilities.gatech.edu/system/files/forms_files/GT_SupplierRegistration03-13-26.pdf

C. Minority Business Policy

It is the policy of the Board of Regents and Georgia Institute of Technology that minority and female business enterprises shall have maximum opportunity to participate in the contracting and purchasing process. Therefore, all minority and female owned business enterprises are encouraged to compete for, win, and receive contracts for professional services as required by this RFQ. Also, the Board of Regents encourages all companies to subcontract portions of any Board of Regents contract to minority business enterprises.

D. Policy on a Drug-Free Workplace

Award of a Contract is contingent upon the Consultant certifying that a drug-free workplace will be provided for the Consultant's employees during the performance of the Contract as required by the "Drug-Free Workplace Act" (O.C.G.A. 50-24-1).

E. ADA Guidelines

The Board of Regents and Georgia Institute of Technology adhere to the guidelines set forth in the Americans with Disabilities Act (ADA), ANSI 17.1 and the International Building Code with Georgia Amendments. Accordingly, provisions will be made to make your use of the services provided by Georgia Tech easier and more accessible. We ask that you email the Issuing Officer in advance if you require special arrangements when you attend the prequalification meeting, or if you visit our offices. Please give at least three (3) days' notice in advance of your visit. The Georgia Relay Center at 1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages for the speech and/or hearing impaired in strict confidence.

F. Rate Schedule (Exhibit B) & Other Required Documentation **(DELIVERABLES "D", REQUIRED OF SHORTLISTED FIRMS ONLY)**

D1. Shortlisted Firms are required to submit the password-protected Rate Schedule (Exhibit B) along with other required documentation listed by the date shown on the Schedule of Events in Section III, A5. The completed documents are to be submitted electronically, as a single PDF file by all shortlisted firms.

An email address will be provided directly to those shortlisted.

The Rate Schedule Form, Exhibit B, attached shall be used. The rate schedule should be calculated by using the format as herein described.

Hourly Rate (provided on Exhibit A)	X	Mark-up (expressed as a percentage)
	=	% Billing Rate

The basic rates will be as noted in Exhibit B, and the firm shall propose a mark-up by which the basic rate will be multiplied. Fees on any given project will be based on man-hour projections using these billing rates. The billing rate shall include all overhead costs including, but not limited to, payroll taxes, insurance, leave, bonus pay, office costs, home office administrative costs, and the like.

Rates proposed on the Exhibit B shall remain firm and no increases will be accepted unless discussed prior and agreed upon in writing by Georgia Tech.

****Please Note: All reimbursable expenses must be approved in writing by Georgia Tech and shall be billed at Actual Cost.****

D2. Shortlisted firms will be required to complete and submit Form SPD-SP042, Supplier General Information Worksheet, and Form SPD-SP045, Tax Compliance Form, Exhibits D1 & D2, which will be sent to the Department of Revenue for approval/clearance.

MISSING, INCOMPLETE, OR ERRONEOUS DATA MAY DELAY OR PROHIBIT VERIFICATION OF YOUR ELIGIBILITY FOR CONTRACT AWARD.

D3. Shortlisted firms will also be required to submit a Scrutinized Company Acknowledgement Form, Exhibit E, confirming they are not a scrutinized company as described in Georgia Code O.C.G.A. § 50-5-84, O.C.G.A. § 50-5-84.1, O.C.G.A. § 50-5-84.2

False certification by a supplier as to its status as a scrutinized company may result in civil penalties, contract termination, ineligibility to bid on state contracts for three or more years, and/or any other available remedy.

D4. Shortlisted Firms will be required to submit a Disclosure Statement, included as Exhibit F, to identify possible conflicts of interest.

Final Evaluation

Upon completion of the evaluation process by the Selection Committee, the firms will be ranked in descending order of recommendation. One or more of the top-ranked firms will be awarded a contract, and the contract rates will be as shown in the Rate Schedule.

G. Protest

Notice: Notice of protest must be filed with the Issuing Officer within 10 days of the announcement of any award under this RFQ.

Content: This Notice must include the legal grounds for the protest and the factual basis for the protest, in sufficient detail for the Issuing Officer to make a realistic assessment of the grounds and alleged procedural defect in the procurement process. A protest may not be grounded on the cost evaluation of the submitted sealed Rate Schedules, and any protest based on such grounds will be denied.

Continuation of Award Process: Georgia Tech is under no obligation to suspend or otherwise delay the award of the Design Professional Contract, but may, in its discretion, elect to do so. If it does elect to suspend or delay the award, it will notify the protester and other proposers in writing of such decision.

H. Attachments

Exhibit A: IDIQ General Consultant Contract_SAMPLE

Exhibit B: Submission form of proposed Rate Schedule

Exhibit C: Contractor Affidavit

Exhibit D1: Sample Form SPD-SP042: Supplier General Information Worksheet

Exhibit D2: Sample Form SPD-SP045: Tax Compliance Form

Exhibit E: Sample Form Scrutinized Company Acknowledgement Form

Exhibit F: Proposer's Disclosure Statement

END OF RFQP

Exhibit A

Indefinite Delivery Indefinite Quantity (IDIQ)

General Consultant Contract

(See Sample Contract Attached)

Exhibit B

Rate Schedule
(Submit as a Password Protected Electronic File)
Position

Principal

Hourly Rate $_____ x Mark-up (expressed as a percentage) _____% = $_____

Lead Program Manager Professional
Hourly Rate $_____ x Mark-up (expressed as a percentage) _____% = $_____

Assistant Program Manager

Hourly Rate $_____ x Mark-up (expressed as a percentage) _____% = $_____

Administrative Assistant

Hourly Rate $_____ x Mark-up (expressed as a percentage) _____% = $_____

Sub Consultant Expenses

Rate $_____ x Mark-up (expressed as a percentage) % = $ _____

Reimbursable Expenses – Must be approved in writing and shall be included at Actual Cost.

Firm Name

By: Signer's Name

Title

Exhibit C

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 Board of Regents of the University System of Georgia for the use and benefit of *Georgia Institute of Technology*, Using Agency (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 (*4-6 numerical characters*)

_____
Date of Authorization

_____
Name of Contractor

_____
Name of Project

Board of Regents of the University System of Georgia
For the use and benefit of ***Georgia Institute of Technology***
Name of Public Employer

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

Executed on ____ (day) of _____ (month), 20____ (year) 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 _____ DAY OF _____ MONTH, 20_____YEAR

_____
NOTARY PUBLIC SIGNATURE

My Commission Expires:
_____
NOTARY SEAL

Exhibit F

PROPOSER'S DISCLOSURE STATEMENT

All proposers should be aware that the project you are submitting a proposal on is a public project, and the Owner (BOR) is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, BOR 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 a Disclosure Statement with your submittal** which answers the following specific questions:

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

Insert Response Here

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

Insert Response Here

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 BOR, the Using Agency, or the end-user of this project.

Insert Response Here

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

_____
Name of Firm

_____ _____
Authorized Signature Date

_____
Printed Name and Title of Authorized Agent

References

Sample Form SPD-SP042: Supplier General Information Worksheet

Sample Form SPD-SP045: Tax Compliance Form

Sample Form: Scrutinized Company Acknowledgement Form

(See Attached)