Board of Regents of the University System of Georgia

Request for Qualifications (Step I)

and

Request for Proposals (Step II)

To Provide

Construction Management at-Risk Services (CM/GC)

for

Project No. J-473
Interdisciplinary Research Building – Replacement of the Fire Alarm System

Augusta University
Augusta, Georgia

Solicitation Issue Date: **August 25, 2026**
Qualifications Packages Due: **October 5, 2026**

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REQUEST FOR QUALIFICATIONS
Step I

Construction Management at-Risk (CM/GC) Services
Project No. J-473
Interdisciplinary Research Building – Replacement of the Fire Alarm System
Augusta University, Augusta, Georgia

The Board of Regents of the University System of Georgia ("BOR") as ("Owner"), on behalf of Augusta University ("AU"), ("User") is soliciting statements of qualifications from firms interested in providing professional design services for the construction of a project known as **Project No. J-473, "Interdisciplinary Research Building – Replacement of the Fire Alarm System"** at Augusta University, Augusta, Georgia. 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 by the Owner 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. BOR reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at their discretion.

1. GENERAL PROJECT INFORMATION

Project Background

The building, constructed in 1995 and totaling 211,255 gross square feet across four stories and a basement, relies on a fire alarm infrastructure that is now more than three decades old. Many of the system's boards and components have become increasingly difficult to source, and some are already obsolete. This creates a growing risk of extended outages, delayed repairs, and an inability to guarantee reliable performance. In a research environment—where sensitive experiments, hazardous materials, and high value equipment are present—the reliability of the fire alarm system is not optional; it is foundational to protecting life, property, and the institution's research

Project Description
This project will replace the fire alarm system in the Interdisciplinary Research Building (IRB), a 211K GSF building built in 1995 containing 25% of the research laboratory, lab service, and animal facilities on the Health Science campus. The scope includes the existing fire alarm panel, sensors, horns, strobes detectors and communication backbone, and the connection of the new system into the existing campus fire alarm mesh network.

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.

Project Delivery Method
The delivery method for this Project will be Construction Manager at-Risk and as a minimum, will employ the services of a Design Professional in addition to the services of the CM/GC.

Project Budget
The preliminary Stated Cost Limitation (SCL) or construction cost of the Project is estimated at **3 million six hundred and seventy thousand dollars ($3,670,000)**. The final SCL may be revised by the Owner due to final programmatic requirements, funding availability or other circumstances.

Project Schedule
The Design Professional's services are anticipated to commence **November 1, 2026**. Construction documents are anticipated for completion in **June 2027**. Preconstruction services are expected to begin immediately upon execution of the contract with the CM/GC. The CM/GC shall obtain written authorization from the Owner prior to proceeding with any additional services. The start of construction is anticipated to begin in **August 2027**. (*All of the dates above are **estimates** and are contingent on the availability of funding).*

2. CONSTRUCTION MANAGEMENT AT-RISK SERVICES REQUIREMENTS

The prospective CM/GC will provide preconstruction services which may include, without limitation, technical review, cost verification, cost evaluation, value engineering, schedule development, and schedule evaluation, in addition to management of the construction. The CM/GC will be expected to work collaboratively with the Design Professional to develop component bid packages during construction. In addition, CM/GC will be responsible for methods of construction, safety, and the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its predetermined budget and schedule. The successful CM/GC will be required to work collaboratively with the Owner's consultants. The Owner may also employ a Commissioning Agent to perform design analysis of the various building systems. The Construction Manager is expected to work closely with the Commissioning Agent as well.

3. QUALIFICATIONS REVIEW PROCESS

Selection of the CM/GC will be a multi-step process generally following the requirements of Georgia Code Title 50, Chapter 22 and steps as outlined in the State Construction Manual.

Step I- Qualifications Review This **RFQ** is issued for the purpose of acquiring Statements of Qualifications from prospective CM/GC firms. A selection of finalist firms will be made by a Selection Committee consisting of representatives of the BOR and the User. The Selection Committee will receive, and review Statements of Qualifications submitted in response to this RFQ. To be deemed eligible for evaluation, firms must meet the following minimum qualifications:

Minimum Qualifications Required

- 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 currently in default on any public works contract.
- Firm must have sufficient bonding capacity for anticipated total cost of work. Only those sureties listed in the Department of Treasury's Listing of Approved Sureties (Department Circular 570) are acceptable to the Owner. At the time of issuance, all insurance and bonds must be issued in the State of Georgia for the applicable line of insurance. Such company shall be an insurer (or, are qualified self-insurers or group self-insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A- "or better and an A.M. Best Financial Size Category of Class V or larger.
- Firm must have a current Contractor's Public Liability Insurance policy. Refer to Insurance Requirements in the Owner's Construction Manager at-Risk (CM/GC) contract at www.usg.edu/facilities/resources/construction_management. (The Owner reserves the right to require additional limits and/or coverage for actual contract).
- Firms must have all necessary, valid, and current licenses to do business in the State of Georgia. The 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 an Experience Modification Rate (EMR) over the past three years of 1.2 or less. (Each of the last three years shall be 1.2 or less).

The Selection Committee will evaluate the submittals that have met the above minimum qualifications. Criteria for the evaluation are listed below:

Criteria for Evaluation of Statements of Qualifications

25% Factor: Stability of the firm, including the firm's corporate history, resources, forms of ownership, litigation history, financials, etc.

45% Factor: 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 public owners.

30% Factor: Firm's suitability to provide services for project, including the firm's apparent fit to the project type, delivery method, any unique qualifications for the project, current and projected workloads, describe your firm's plan for competitively selecting subcontractors. Additional factors for a firm's suitability will include the construction manager's office location/proximity to the project, and current/recent BOR project workload.

4. SCHEDULE OF EVENTS (STEP I)

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, Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

STEP I (RFQ) Estimated Timeline		
a. Owner issues public advertisement of **RFQ**	8/25/26	NA
b. Deadline for written questions/requests for clarification (see section 6)	9/14/26	5:00pm
c. Deadline for submission of Statements of Qualifications	10/5/26	5:00pm
d. Owner completes evaluation, post results, and issues notification to finalist firms	10/19/26	5:00pm

5. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ and RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Questions about any aspect of the RFQ, or the project, shall be submitted via e-mail to:

Todd Peeler
Project Manager
Augusta University
Augusta, Georgia 30901
email: mipeeler@augusta.edu

The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (*Schedule of Events- Section 4).* **All relevant questions and requests for clarification received by the Institution and the corresponding responses will be posted on the Georgia Procurement Registry at** http://ssl.doas.state.ga.us/PRSapp/ **as an addendum to the original solicitation for services.** From the issue date of this solicitation until a successful proposer is selected and the selection is announced, respondents are not allowed to communicate for any reason with any members or employees of the BOR or the Institution except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of his provision, the Owner shall reserve the right to reject the proposal of the offending proposer.

6. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Interested firms shall submit / email one (1) electronic copy in .pdf format of the complete qualifications package mipeeler@aaugusta.edu . Submittals must be prepared in a manner that fits a standard 8 ½" x 11" paper format when printed. Responses are limited to using a

minimum of an 11-point font. **The entire response shall not exceed 50 pages, including exhibits, affidavits or other enclosure information that may be included in an appendix.** All pages count regardless of content. Submittals that include qualifications of more than one firm shall not exceed page limits. Submittals that exceed the page limit will be deemed non-responsive and will not be considered by the Selection Committee.

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

Emphasis should be on completeness, relevance, and clarity to content. It is essential that all Statement of Qualifications follow the format and instructions outlined below:

A. Stability

A1- Provide basic company information: Company's legal name, address, name of primary contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. **If applicable, indicate the year the local office was established and the number of persons staffing the local office and their disciplines.** Provide form of ownership, including state of residency or incorporation, and number of years in business.

A2- Briefly describe the history of your firm(s). Provide general information about the firm's establishment, personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices that will be directly involved with this Project.

A3- Has the firm been involved in any litigation with an Owner or Architect in the past five (5) years? Describe your experience with litigation with Owners and/or Architects. List any active or pending litigation and provide a thorough explanation of its scope. List any claims against your firm or against Owners where your firm is named.

A4- List the firm's annual average gross revenue**, for the parent office and local office separately, if applicable** for the past 5 years and supply main financial and banking references.

A5- Has the firm, or a member thereof, ever been removed from a contract or failed to complete a contract as assigned? If so, provide explanation.

A6- The firm, in order to be deemed eligible for further evaluation, must provide supporting documentation asserting that the firm meets the minimum qualifications required for this project.

a. Certify that your 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.

b. Certify that your firm has sufficient bonding capacity for anticipated total cost of work and our surety and insurance companies are 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 in the State of Georgia for the applicable line of insurance. The company is

an insurer (or qualified self-insurers or group self-insureds, a specific excess insurer providing statutory limits) with 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 a bonding capacity, equal to or greater than, the preliminary stated cost limitation (SCL) contained herein.

c. Certify your firm's ability to meet or exceed the established insurance coverage requirements. A copy of the Certificate of Liability Insurance form is located at https://www.usg.edu/facilities/assets/facilities/documents/COI_-_new.pdf. (The Owner reserves the right to require additional limits and/or coverage for actual contract). Provide your firm's current insurance certificate.

d. Certify your firm has all necessary, valid, and current licenses (including a valid and current Georgia General Contractor's License) to do business in the State of Georgia. *General Contractor must have a valid and current Georgia General Contractor License at the time of submission of qualifications*. Provide a valid copy of your Georgia General Contractor license, and a Georgia Certificate of Existence or other documentation stating your firm has registered with the Georgia Secretary of State and is authorized to do business in Georgia.

e. Certify your firm has sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher. Provide a one-page statement evidencing your current ratio.

f. Certify your firm demonstrates a commitment to safety with regard to Worker's Compensation by having 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 current EMR.

g. Certify the firm has not in the immediately preceding five years been defaulted in any public works contract and is not now under any notice of intent to default on any such contract.

A7- Complete the "Certification Form" (Exhibit A) and submit a scanned notarized copy with response as part of the firm's Statement of Qualifications.

A8- Complete the "Contractor Affidavit" (Exhibit B) and submit with response as part of the firm's Statement of Qualifications.

A9- Complete the "Proposer's Disclosure Statement" (Exhibit G) and submit with response as part of the firm's Statement of Qualifications.

B. Experience and Qualifications

B1- Provide professional qualifications and description of experience for principal Project Executive, Project Manager, and/or Superintendent. *(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 proposed project.* ***If the firm is selected as a finalist, the Owner will request, in***

the RFP (Step II), detailed information on the exact proposed expanded team and their relevant experience.*)*

B2- Provide information on the firm's experience on projects of similar, size, function, and complexity. Describe 3-5 projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project. For each project, provide the following information:

a. Project name, location and dates during which services were performed.
b. Brief description of project and physical description (delivery method, cost, square footage, number of stories, type of foundation, structural system, envelope, site area).
c. Services performed by your firm.
d. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
e. Owner/User/Architect contact information.
f. Explanation as to how the highlighted project relates to the current Project being considered. If the firm has multiple offices, indicate the office responsible for each highlighted project

C. <u>Statement of Suitability</u>

C1- Provide any information that may serve to differentiate your firm from other firms regarding suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.

C2- Provide non-discrimination policies and describe the firm's record and methodologies of addressing public safety, social, environmental, historical preservation, accessibility for persons with disabilities and special needs, or other related concerns.

C3- Provide information on any special services offered by the firm that may be relevant and available for this project.

7. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

Submit / email one (1) electronic copy of the complete package in .pdf format to

Todd Peeler
Project Manager
Augusta University
Augusta, Georgia 30901

email: mipeeler@augusta.edu

Subject line **must include** "AU Project J-473 Replacement of the Fire Alarm System"
Attached file name should match below format

(File name Example: AU-Project J-473.-CM at Risk, "ABC Company" *, Qualifications)
***Replace ABC Company with your company's name.**

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

Statements of Qualifications must be received electronically by the Owner prior to the deadline indicated in the Schedule of Events (Section 4 of the RFQ). Printed copies will not be accepted.

If difficulty is encountered contact Torieca Russell at TORRUSSELL@augusta.edu or 706-721-4552 for assistance or confirmation that the file was received. **Firms are encouraged to verify their submission was successful** prior to the deadline.

Statements of Qualifications must be electronically received by the Owner prior to the deadline indicated in the Schedule of Events (Section 4 of RFQ). Printed copies will not be accepted. A list of firms submitting responsive Statements of Qualifications will be published on the Board of Regents' Real Estate and Facilities website at http://www.usg.edu/facilities/external_partners/construction_professional_selections.

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

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.

8. FINALIST NOTIFICATION

Once the Selection Committee has completed the evaluation of the Statements of Qualifications, the finalist firms will be notified in writing. The shortlisted firms will also appear on the Board of Regents' Office of Real Estate and Facilities website at https://www.usg.edu/facilities/external_partners/construction_professional_selections.

Step II- CM/CG Selection, will be initiated by the invitation to the qualified finalists by the Selection Committee to submit Project Proposals and Fee Proposals as instructed in the Request for Proposals (RFP). Finalist interviews will also be conducted by the Owner. The successful CM/GC will be determined from the evaluation of proposals received and interviews.

REQUEST FOR PROPOSALS
Step II
(From Qualified Finalists)

Construction Management At-Risk Services for
Project No. J-473
"Interdisciplinary Research Building – Replacement of the Fire Alarm System"
Augusta University
Augusta, Georgia

Note: The information in this Section, Step II (Request for Proposals) is provided for firms who have been issued notification as having been deemed eligible and are shortlisted for the project.

To firms who have been issued notification as having been deemed eligible, the Board of Regents of the University System of Georgia (BOR), as "Owner" on behalf of (Augusta University) ("User"), issues this Request for Proposals (RFP), for those firms to offer proposals for construction management at- risk services for the specific project.

1. CONTRACT INFORMATION

The CM/GC firm will assume responsibility for cost of the project construction by issuing a guaranteed maximum price (GMP) based on the design documents, with the support and assistance of the Design Professional. The CM/GC will commit to a Guaranteed Maximum Price (GMP) for all construction and site development. The GMP will be a contractual obligation. The CM/GC will also develop an overall project schedule, which will also be a contractual obligation. The CM/GC will function as a CM-At-Risk (CM/GC). During Pre-Construction, the CM/GC will be responsible for pricing, value engineering**,** and maintainability and constructability issues. Construction will commence with the release of distinct work packages based on the design documents. The CM/GC shall competitively select all construction subcontracts and other work appropriate for competitive selection using cost and other factors. The successful CM/GC shall not be eligible to bid or enter into contract or subcontract for any of the construction or other services of any nature on the project without the specific approval of GSFIC. The contract format will be an *Actual Cost plus a Fixed Fee not to exceed the Guaranteed Maximum Price (GMP) Agreement*. The Project will be *Open-Book*. Liquidated damages provision will be included in the CM construction contract. All savings, including unused contingency, will be returned to the Owner. The selected firm will be requested to enter into a Construction Management Agreement with GSFIC.

The Construction Management Agreement can be found at the following website address:

http://www.usg.edu/facilities/resources/contracts_and_agreements.

2. BUILDING PROGRAM

See General Project Information in RFQ (Step 1), Section 1

3. SCHEDULE OF EVENTS (STEP II)

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 II (RFP) Estimated Timeline		
Event	**Projected Date**	**Projected Time**
a. Owner issues notice to finalist firms to propose as instructed in **RFP**	10/19/26	NA
b. Owner conducts Mandatory Pre-Proposal Site Visit for finalists	11/5/26	TBD
c. Deadline for finalist submission of written questions and requests for clarification	11/16/26	5:00 PM
d. Deadline for submission of Project Management Proposals	11/23/26	5:00 PM
f. Owner interviews finalist firms and Fee Proposals Due	12/3/26	TBA

4. PRE-PROPOSAL SITE VISIT

A pre-proposal site visit will be conducted by the Owner, and attendance of finalist firms is mandatory. The date for the conference and site visit will be as 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 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.***

5. SELECTION PROCESS

Step II- CM/CG Selection, will be initiated by the invitation to the qualified finalists by the Selection Committee (determined in Step I from evaluation of Statements of Qualifications) to submit Project Proposals and Fee Proposals as instructed in this RFP. Finalist interviews will also be conducted by the Owner. The successful CM/GC will be determined from the evaluation of proposals received and interviews.

Criteria for the evaluation of Project Proposals and Interviews:

15% Factor: Previous Performance of the firm including level of quality of the services of the firm to previous customers, customer's statements of that quality, the firm's ability to meet established time requirements, the firm's response to project needs during preconstruction and construction, the firm's control of construction quality and budget. The Owner will use references from stakeholders of the Owner's choosing from previous projects of the finalists, among other information, as necessary. This information will be collected by the selection committee from project references provided in the phase I (RFQ) submittal.

20% Factor: Relevant Experience and Qualifications of the Proposed Project Team. Experience of the project manager and superintendent on completed projects of similar size, type, and complexity; Assigned team's experience with effective budget and schedule control plans for this project; Provide information regarding percentage of the primary team member's time will be committed to this project.

15% Factor: Quality of Proposed Management Plan: The firm's cost and schedule management plans; Firm's approach for managing changes within the stated cost and schedule limitations; Firm's approach for competitively administering and evaluating bid packages; The firm's subcontractor management plan; The firm's quality assurance program and plan; The firm's close-out plan; The firm's work force plan; The firm's safety plan and site logistics plan for proposed project.

25% Factor: Methodology Presented during Interview: The firm's presentation of the proposed management Plan and the committee's overall Impression of the firm and the overall impression of key team members (project manager, superintendent, project director, cost estimator, project executive, etc.)

25% Factor: Team Communications/Project Solutions: The effectiveness in communication of the team members during the interview process, and the firm's ability to effectively answer project questions and provide solutions during the interview.

Final Evaluation

Upon completion of the evaluation of Project Proposals and interviews by the Selection Committee, proposers will be ranked in descending order of recommendation. A Fee Proposal will be requested of the #1 ranked firm only. In the event a satisfactory fixed fee cannot be reached with the highest-scoring firm, the Owner will formally terminate the negotiations in writing and open and review only the Fee Proposal of the second highest-scoring ranking firm, and so on until a mutually agreed upon fixed fee is established. Once the successful CM/GC and the agreed upon fixed fee have been determined, a CM/GC services contract will be awarded by the Board of Regents (BOR). The actual Form of Contract will be developed by the Owner. Un-opened Fee Proposals will be returned to respective proposers after award.

5. INSTRUCTIONS FOR PREPARING PROJECT PROPOSALS

Interested firms shall submit / email one (1) electronic copy in .pdf format of the complete proposal package to mipeeler@augusta.edu . Submittals must be prepared in a manner that when printed would typically fit on standard (8 ½ x 11") paper. Responses are limited to using a minimum of an 11-point font. Submittals that include qualifications of more than one firm shall not exceed the page limit. **(Proposals should not exceed 40 pages)** 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. The content of all Project Proposals must be categorized and numbered as outlined in the following "PROJECT PROPOSAL DELIVERABLES", and must address in a responsible and responsive manner all requested information:

PROJECT PROPOSAL
(DELIVERABLES "D", and "E" FOR FINALIST FIRMS ONLY)

D. Qualifications and Experience of Proposed Project Team

D1-Describe your firm's proposed organization for the construction management team including project executive, project director, project manager, superintendent, cost estimator, etc., who will manage the project. Please designate the specific individuals to fill the following key roles on your team. (Firms should list all positions/persons that CM expects to serve on the construction management team).

a. Project Executive
b. Project Director
c. Project Manager
d. Superintendent(s)
e. Cost Estimator
f. Commissioning Manager (if applicable)
g. Other (please describe, if applicable)

D2- 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.

D3- Please identify the individual who, from project start to finish, will be the leader of your construction team and the principal point of contact between your firm and the Owner, the Design Professional, and other consultants. 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 of a construction management firm.

D4- Provide an organizational chart showing the lines of responsibility and accountability for your team and proposed sub-consultants. If an association, identify responsibility relationships, where there may be past experience at such relationships, and levels of experience.

D5- Provide examples of your recent experience as CM or GC in constructing facilities similar to this project, including the following information:

a. Provide photographs of similar projects your firm/team completed in the past five (5) years.

b. Provide a written reference from the Design Professional/Owner/User (with current contact information) familiar with your performance on each of the above projects. Provide a Program Manager reference (if applicable).
c. 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.
d. Indicate those projects where an architect, engineering consultant, and contractor served a corporate or public client as a team.
e. Provide information about the two most recent similar projects your firm has completed. Include the total quantity of change orders and net total cost increase of change orders to the project. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of an Owner's representative (with a current phone number) who is most familiar with your performance on the project.

E. Management Plan

E1- With regard to your firm's expected role in the project:
- E1.1 Provide a statement of your definition of the role,
- E1.2 Provide your anticipated level of management responsibility and accountability for project concerns
- E1.3 Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the Design Professional, BOR, User, and other stakeholders as applicable.
- E1.4 Provide detailed procedures for routine solving of complex project issues without compromising your team commitments.
- E1.5 Provide your proposed methods and plans of CM communication.

E2- Describe your firm's approach to providing preconstruction services on this project.

E3- Provide your detailed cost management plan and your systems and procedures for controlling costs on this project within the GMP during construction.

E4- Provide your detailed change order management plan for managing cost and schedule exposures within the stated limitations.

E5- Provide your procurement and workforce plan including details on your plan to assure local and minority contractor opportunity. Describe how your firm intends to arrange the construction into bid packages in order to maintain BOR's schedule and budget objectives.

E6- Provide your detailed schedule management plan for this project during construction. Describe systems and procedures your firm uses to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.

E7- Provide your detailed subcontractor management plan including, contract document compliance procedures, project accounting procedures, issue resolution and compliance with Security and Immigration Compliance Act OCGA 13-10-91, as it relates to subcontractor compliance with the requirements set forth therein ensuring compliance with the federal work authorization program.

E8- Provide your closeout management plan for this project. Describe your systems and procedures for your closeout plan.

E9- Provide your quality assurance plan for this project. Describe your firm's approach for validating compliance with the construction documents. Explain your process for ensuring quality workmanship.

E10- Provide your safety and site logistics plan for this project. Describe your plan for working around existing operations and for site access. Provide your accident incident rate for the past three (3) years, using the following formula: *Incident Rate = # of Injuries **x** (200,000) / # Total Man Hours*

E-11-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.

7. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION, AND EXTENSIONS

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submission deadline has passed all submissions will be final. The Owner will not request clarification from any single individual proposer regarding their submission, but reserves the right to ask, collectively, all parties that have submitted proposals for additional information. Questions about any aspect of the RFP, or the project, shall be submitted via email to:

Todd Peeler
Project Manager
Augusta University
Augusta, Georgia 30901

email: mipeeler@augusta.edu

The deadline for submission of questions relating to the RFP is the time and date shown in the Schedule of Events (*Section 3*). 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 for services at http://ssl.doas.state.ga.us/PRSapp/. Any proposer exceptions to the RFP requirements or requests for deadline extensions must also be communicated to the Owner by the deadline to be properly considered. Any requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary.

8. SUBMITTAL OF PROJECT PROPOSALS

Submit one (1) electronic copy of the complete package in .pdf format onto the BOR / Egnyte ftp site. Uploaded responses (file names) must reference the **RFP No. BOR-Project No. J-473-CP, the firm's name, and the words "Proposals"**.

(File name Example: BOR-Project No. J-473-CP, ABC Company, Proposals)

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

Proposals must be received electronically by the Owner prior to the deadline indicated in the Schedule of Events (Section 3 of the RFP). Printed copies will not be accepted.

If difficulty is encountered during upload / emailing, contact Torieca Russell at (706) 721-4552 or TORRUSSELL@augusta.edu for assistance or confirmation that the file was received. **Firms are encouraged to verify their upload was successful** at least 45 minutes prior to the deadline.

It is the sole responsibility of the Proposer to assure delivery by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No CM Team Proposal will be accepted after the time stipulated above. Submittals will not be accepted via facsimile or fax.

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.

9. PRESENTATION/ INTERVIEW INFORMATION

Interview Format
Firms selected to make presentations shall be notified by the Invitation to Interview letter issued by the Selection Committee Manager. The Invitation to Interview letter shall designate a place and time for the interview sessions in accordance with the State Construction Manual. The Invitation letter will specify the manner in which the presentations will be conducted.

- The interview will be conducted virtually through Microsoft Teams and last a total of 45 minutes (25 minutes for the presentation, 20 minutes reserved for questions and answers). Teams will have 5 minutes prior to your interview to connect to the meeting and get your presentation set up. The Selection Committee will consist of representatives of the institution and the Board of Regents Office of Real Estate and Facilities.
- All members of the Selection Committee will be present during all the presentations.
- Firms are not allowed to address any questions to anyone other than the designated contact prior to the interview.

Interview Requirements
The primary intent of the formal interview process is to provide the Selection Committee with in-depth and clarifying information about the firm. Information provided should assist the Selection Committee in making an informed decision as to the proposer best suited for the work.

Firms should focus their presentations on:

- Describing their detailed plan for managing the construction, cost, schedule, and quality on the project; and
- Unique characteristics or services the firm offers; and,
- Firm's concepts or plans for the division of the project into separate packages for award.

Firms are discouraged from reviewing general company history and past experience as submitted in Statements of Qualifications or Project Proposals 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.

10. SUMITTAL OF FEE PROPOSALS

IMPORTANT: Read this carefully, this section has changed!

Fee Proposals will be solicited from the finalists invited to interview. **Firms must use the "CM/GC Fee Proposal", Preconstruction Cost & Expenses Breakdown", "General Conditions Breakdown" and "Project Cost Matrix" forms (included as an Exhibits C, D, E, & F to this RFQ/RFP)** and submit one (1) password protected file electronically. Do not include any project proposal information.

Fee proposals must be received electronically by the Owner prior to the deadline indicated in the Schedule of Events (Section 3) of the RFP.

The password protected fee proposal shall be submitted electronically via email to mipeeler@augusta.edu .The file must be titled "BOR Project Number J-473-CM", "Company Name" and "Fee Proposal".

EXAMPLE: (BOR-Project No. J-473-CM, ABC Company, Fee Proposal)

No fee proposal will be opened until one firm has been judged to be the highest ranked firm. Following the interviews, the highest ranked firm will be contacted to provide the document password. Only the fee proposal from the highest ranked firm will be opened. Please understand that this proposal constitutes a starting point for negotiation toward an eventual agreement on fees.

Final Selection

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the best-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 an architectural services contract. Refer to the BOR website for the most current version of Design Professional Contract between Design Professional and Owner for Construction Management projects: http://www.usg.edu/facilities/resources/contracts_and_agreements

11. ADDITIONAL TERMS AND CONDITIONS

Deadlines

The deadline for submission of questions relative to the RFP is the time and date shown in the Schedule of Events (Section 3). All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled and answered in writing and issued directly to all proposers via E-mail. Any proposer exceptions to the RFP requirements or requests for deadline extensions must also be communicated to the Owner by the deadline to be properly considered. Any requests for proposal deadline extensions must include the

reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary

Restriction of Communication
From the issue date of this (RFQ) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee, the Institution, or BOR, except for submission of questions as instructed in the RFQ/RFP, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the 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 statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner 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 the Owner 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 Request for Proposal and to reject any or all proposals submitted in responses. 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.

Reciprocal Preference Law
Effective July 1, 2010, BOR will comply with all requirements of O.C.G.A. 13-10-3

a. Pursuant to O.C.G.A. 13-10-3, for the purpose of determining residency, a Georgia resident business shall include:
   (1) Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal
   (2) (or) a new business that is domiciled in Georgia which regularly maintains a place from which business is physically conducted in Georgia (provided) that a place of business shall not include a post office box, site trailer or temporary structure.

b. Whenever the state contracts for public works construction, materialmen, contractors, builders, architects, engineers, and laborers resident in the State of Georgia are to be granted the same preference over materialmen, contractors, builders, architects, engineers, and laborers resident 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 states.

Joint-Venture Proposals

The Owner does not desire to enter "joint-venture" agreements with multiple firms. In the event two or more firms desire to "team up" it is strongly recommended that one incorporated firm propose and maintain status as the contracted lead firm with the remaining firms participating as major consultants to the lead firm.

Minority and Small 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. See Official Code of Georgia Annotated (O.C.G.A.) O.C.G.A. Section 48-7-38. For more information, please contact:

The Governor's Entrepreneur and Small Business Office
75 Fifth Street, Suite 825
Atlanta, Georgia 30308
Phone: 404.962.4071
http://www.georgia.org/Business/SmallBusiness/

Immigration Reform Compliance Requirement.

The successful Proposer will be required to certify compliance with the Immigration Reform and Control 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 one of the (2) following provisions 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:

1) The Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 and the Georgia Security and Immigration Compliance Act by registering at https://www.vis-dhs.com/EmployerRegistration and verifying information of all new employees;
2) The successful proposer shall comply with the stipulations cited in Security and Immigration Compliance Act OCGA 13-10-91. with respect to the proper federal authorizations regarding the right to work for subcontractors and contractors.

Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Qualifications (RFQ) & Request for Proposals (RFP), and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the RFQ/RFP 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 therein.

END