MUSCOGEE COUNTY SCHOOL DISTRICT

REQUEST FOR PROPOSAL FOR GENERAL CONSTRUCTION SERVICES FOR COLUMBUS PUBLIC LIBRARY HVAC PROJECT Columbus, Georgia

GENERAL

Sealed proposals for general construction services for the Columbus Public Library HVAC Project, located at 3000 Macon Road, Columbus, GA 31906 (the "Project"), will be received by the Muscogee County School District (the "School District"), in the Office of the Director of Construction, 5661 Lorenzo Road, Columbus, Georgia 31904, until 2 pm, Thursday, November 19, 2026. Proposals received after this time will not be accepted. All proposals will be opened at the time and place designated in the Request for Proposal for the Project (the "RFP"), and no information contained in the proposals received will be disclosed prior to the School District awarding the contract.

The Project is to be performed pursuant to the AIA A133-2019 Standard Form of Agreement with payment based on the cost of work, plus a fee and with a guaranteed maximum price. The successful proposer (the Construction Manager at Risk (CM)) shall serve as the general construction contractor and construction manager for the Project.

The Project may include all typical construction work as needed to replace various components of the HVAC Equipment and to replace the Emergency Electric Generator. The services will consist of cost estimating, constructability analysis and scheduling and phasing of the work and construction, which may proceed concurrently. The Construction Manager (CM) will assist the School District and Project Engineer in finalizing the phasing and scheduling of the work, cost estimating and value engineering of the Project.

A **Mandatory Pre-Proposal Conference** will be held 10:30am Tuesday, November 3, 2026, at the Office of the Director of Construction, 5661 Lorenzo Road, Columbus, Georgia 31904. If you do not attend, your proposal will not be accepted.

The evaluation factors for the RFP and their relative importance are as follows: Stability of CM (20%), Relative Experience and Qualifications of CM (20%); Quality of Proposed Management Plan (15%); Past Performance of CM (20%); and Fee of CM (25%).

The RFP can be obtained from the Muscogee Country School District, Office of the Director of Construction, at 5661 Lorenzo Road, Columbus, Georgia 31904. In addition, a copy will be available on the School District's website. Go to www.muscogee.k12.ga.us. Then at lower right of page click on "Community" then

"Doing Business with Us", then "Operations & Facilities", then "Construction", then click the word "HERE".

All questions or clarification concerning this RFP shall be submitted in writing to the Office of the Director of Construction of the School District. Respondents to the RFP should not contact other department heads or using agencies with questions regarding this RFP. Please use the Question/Clarification Form included herein.

Responses to questions will be forwarded to all proposers.

The Project Engineer is Peach Engineering, Columbus, Georgia.

PUBLIC INFORMATION

The only information that will be available prior to the School District's awarding of a contract will be a list of proposers submitting proposals. After contract award has been publicly voted on by the Board of the School District, other information will be available.

Proprietary information will not be available for public inspection. Proposers shall clearly identify such information contained in their proposal(s) and specifically the Official Code of Georgia Annotated (O.C.G.A.) Title, Chapter & Section that apply. The School District accepts no responsibility for such proprietary information being released if not clearly identified as such.

All information received pursuant to this solicitation and public access to any of this information shall be in accordance with the Georgia Law.

ADDENDA

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal.

NON-COLLUSION AND EQUAL OPPORTUNITY POLICY

The proposal must include a signed Statement of Assurance and Non-Collusion Affidavit in the form attached hereto as Exhibit 'A'.
The proposer must also sign a Contractor Affidavit and Agreement indicating compliance with O.C.G.A. 13-10-91 (compliance with Federal Work Authorization Program), in the form attached hereto as Exhibit 'B'.

TIME FOR CONSIDERATION

Due to the evaluation process, proposals must remain in effect for at least 45 (forty-five) days after date of opening of proposals.

CONTRACT AWARD

The Project is to be performed pursuant to the AIA A133-2019 Standard Form of Agreement, with payment based on the cost of work, plus a fee and with a guaranteed maximum price (GMP). The successful proposer shall serve as the Contractor and Construction Manager at Risk (CM) for the Project. Award of this contract will be made in the best interest of the School District. It is the intent of the School District to award this contract to one Contractor, under one contract. Proposals will be opened by the Office of the Director of Construction of the School District after 2 p.m., Thursday November 19, 2026. Proposals will be distributed to an Evaluation Committee who will meet to discuss and evaluate to make a recommendation of the award.

INTERVIEW AND SELECTION

At the discretion of the Evaluation Committee, the proposer receiving the highest score shall be interviewed by the Evaluation Committee. After the interview process, the Evaluation Committee will make a recommendation to the Superintendent of the School District for the award of the contract.

PROPOSED PROJECT SCHEDULE

It is the intent of the School District to award the contract for the Project within 45 (forty-five) days after the opening of the proposals. After being awarded the contract and as part of the preconstruction services, the CM will work with the School District and the Engineer to provide scheduling input and advice in finalizing the construction schedule.

PROJECT APPROACH

The Project Team will consist of the School District's representative, the Project Engineer and any other consultants of the School District, and the construction team of the CM, and the CM's subcontractors, all working together in a cooperative "partnering" manner.

The CM will begin by performing pre-construction services with the Project Team. Services will include conceptual and detailed budgeting and estimating, constructability reviews, evaluation of alternative materials and equipment and systems for performance of the work. The CM will work with the School District to finalize the scheduling of the work. As design proceeds, the CM will also conduct a review of the plans and specifications for completeness and cost effectiveness of the details and materials shown for the work. Input from this review, with suggestions for improvement, will be provided to the School District and the Project Engineer. On completion of the plans and specifications, or at an earlier date if mutually agreed upon, the CM will develop the GMP for the Project. Provided that the GMP is equal to or less than the School District's approved budget, the contract amount (GMP) will be established and construction may proceed. The contract will be for the cost of the work plus a fee, with a guaranteed maximum amount. The contract will provide that all Construction Manager estimates, cost analyses, schedules, phasing plans and post-proposal

pre-construction documents, and subcontractor and material supplier quotations will be available to the School District and other members of the Project Team as the School District or School District's Representative may direct.

If the initial proposed GMP is greater than the School District's budget, the GMP will not be finalized until it is equal to or less than the School District's budget or adjusted budget. During the post-proposal pre-construction period, the CM will cooperate with the Project Team in determining the areas where costs are greater than the School District's budget. The CM will work with the Project Team in developing suggestions for changes to materials, building systems and/or scope needed to bring the estimates into compliance with the School District's budget.

Proposers should show in their response their unique capabilities and experience that bring value to the process.

INSURANCE

If awarded the contract, the CM is required to have the following insurance coverage:

A.	Workers Comp	Statutory
B.	General Liability (Property Damage and Personal Injury)	$1,000,000
C.	Automobile Liability (Property Damage and Personal Injury)	$1,000,000 Combined Single Limit
D.	Excess Liability Umbrella	$5,000,000 Over Primary Coverage
E.	Builder's Risk	100% of the Contract Amount (GMP)

The School District shall be named as additional insured and loss payee on the CM's Liability Coverage & Builder's Risk Coverage.

Insurer Qualifications: Each of the insurance coverages shall be with an insurer with A. M. Best Policy Holders Rating of "A" or better and with a financial size rating of Class V or larger and with an outlook rating of either positive or stable.

PROPOSAL SUBMISSION REQUIREMENTS

The complete proposal shall contain the following information and shall be submitted in the order shown below. The proposals shall be in a loose-leaf binder with tabs clearly identifying the contents, and following the outline herein below.

Submit one (1) original and six (6) identical copies of the proposal. For proper identification, the proposer's complete name and address should appear on the exterior of the proposal package.

A. The proposer must complete and submit the following general information:

1. Transmittal letter to include contact person during this process, phone and fax numbers, and e-mail address. An authorized agent must sign the transmittal letter.
2. Satisfactory proof that the proposer will be able to furnish 100% Performance and Payment bonds at the execution of the contract. (Letter from Surety Company)
3. Evidence of Insurability as outlined elsewhere in this RFP.
4. Executed Non-Collusion/Statement of Assurance Affidavits (Exhibit 'A').
5. Executed Federal Work Authorization Affidavit (Exhibit 'B').
6. Updated AIA A305 Contractor's Qualification Statement on file with the School District's Construction Division office within last six (6) months.
7. Acknowledgement of receipt of any Addenda.
8. Any other information considered pertinent by the proposer.

Proposals shall be evaluated based on the following factors with the relative importance of each being shown in percentages:

B. Stability of Proposer (20%): Evidence that the proposer is financially strong, and stability of the proposer as it relates to personnel.

C. Relevant Experience and Qualifications of Proposer (20% Factor): Experience and availability of the team to be assigned to the Project, and evidence of their experience with projects of similar size, type and complexity. Assigned team's experience with effective cost and schedule control.

D. Quality of Proposed Management Plan (15% Factor): The proposer's cost management plan, the proposer's schedule management plan during design and construction, the proposer's approach for managing changes within the stated cost and schedule limitations, the proposer's approach for competitively administering and evaluating bid packages, the proposer's approach to the maximum inclusion of local sub-contractors, the proposer's approach to inclusion of minority participation, the proposer's quality assurance program and plan, the proposer's close-out plan, the proposer's work force plan, and the proposer's safety plan and site logistics plan for the Project.

E. Past Performance of Proposer (20% Factor): The proposer's past performance indicating successful completion of similar projects, including level of quality of services to the owners, and proposer's ability to meet budget and scheduling requirements, the proposer's response to project needs during pre-construction and construction, and reference letters attesting to the proposer's performance. Proposers should address scheduling, as completion of the Project in a timely manner is a concern.

F. FEE (25% Factor): The proposer's fee for its overhead and profit shall be stated as a percentage of total construction costs. The costs for any and all estimating and pre-construction services performed during the development of the approved GMP are to be included in the fee. The costs of all personnel utilized for pre-construction and construction staff not stationed fulltime at the jobsite are to be included in the fee, as well as all home-office overhead.

An itemized estimate of proposed general requirements costs for the Project, using the list attached to this RFP as Schedule 'A'. The list is intended as a guide only. Some items will not be required for the Project, while there may be others that are required that are not shown on the list. If an item will be used on the Project and it will be included in the trade packages, please indicate that on the line for that item. During the development of the GMP, this estimate of general requirements costs will be used in the proposer's estimate, unless the proposer can show to the School District's satisfaction that scope of the Project or Project conditions have changed sufficiently to warrant revision to the general requirements cost estimate submitted with their proposal.

Evaluation will take into consideration both the proposed fee as well as the proposed general requirement costs.

Schedule 'A'

PROPOSED FEE %	

ITEMIZED ESTIMATE OF GENERAL REQUIREMENTS	
CATEGORY	**AMOUNT**
SUPERINTENDENT	$
ASSISTANT SUPERINTENDENT	$
JOB CLERK	$
PROJECT ENGINEER	$
PUNCH-LIST SUPERVISION	$
OTHER ON SITE SUPERVISORY PERSONNEL (itemize)	$
PAYROLL TAXES & INSURANCE (for general reqrmts.)	$
SURVEY & STAKING	$
SCHEDULING	$
ENGINEERING FEES – SITE	$
ENGINEERING FEES – BUILDING	$
JOB PHOTOS	$
MISCELLANEOUS COPYING	$
GENERAL SUPPLIES	$
FIELD OFFICE EQUIPMENT	$
BLUEPRINTS	$
POSTAGE & DELIVERY	$
PROJECT SIGNS	$
TEMPORARY FENCES	$
PORTABLE TOILETS	$
MATERIAL STORAGE	$
CONSTRUCTION OFFICES	$
CONSTRUCTION OFFICE TELEPHONES	$
MOBILE/CELL PHONES	$
IT, COMPUTERS, SOFTWARE	$
TEMPORARY WATER	$
GAS & ELECTRICAL POWER DURING CONSTRUCTION	$
TEMPORARY HEAT	$
TEMPORARY WIRING & LIGHTS	$
UTILITY POLES	$
ICE & CUPS	$

ITEMIZED ESTIMATE OF GENERAL REQUIREMENTS	
CATEGORY	**AMOUNT**
EQUIPMENT RENTAL	$
SMALL TOOLS	$
SAFETY COSTS	$
FORKLIFT	$
MISCELLANEOUS HOISTING (Not including cranes for steel, stone, etc., erection; these to be included in trade costs)	$
PICK-UP TRUCK	$
DUMP TRUCK	$
EQUIPMENT FUEL	$
WEATHER PROTECTION	$
TEMPORARY PROTECTION	$
TEMPORARY ROADS	$
PUMPING/DEWATERING	$
PERIODIC CLEANUP	$
FINAL CLEANUP	$
TAP AND IMPACT FEES ALLOWANCE	$
WARRANTY ESCROW	$
TRAVEL	$
SITE DEV. & DRIVE PERMITS	$
BUILDING PERMITS	$
R.O.W. AND DRIVEWAY PERMITS	$
PERFORMANCE BOND (for CM)	$
BUILDERS RISK INSURANCE	$
REPAIR ADJOINING PROPERTY	$
SECURITY	$
GROSS RECEIPTS TAX	$
LICENSES	$
LANDFILL FEES (general clean)	$
DUMPSTER RENTAL	$
INTEREST EXPENSE	$
SALES TAX (for general requirements items)	$
GENERAL LIABILITY INSURANCE	$
OTHER (itemize)	$
GENERAL REQUIREMENTS TOTAL **GENERAL REQUIREMENTS Monthly Rate**	**$** **$**

EXHIBIT 'A'

MUSCOGEE COUNTY SCHOOL DISTRICT

COMPETITIVELY BID OR PROPOSED CONTRACTS

STATEMENT OF ASSURANCE

COMPLIANCE WITH BOARD POLICY DJED

The Undersigned Vendor/Contractor provides this Statement of Assurance to the Muscogee County School District wherein the Undersigned acknowledges receipt and awareness of Muscogee County School District Policy DJED; the vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability or national origin. Such action shall include, but not limited to the following; employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation and training.

This the _____ day of _____, 20___.

_____
Contractor

MUSCOGEE COUNTY SCHOOL DISTRICT

COMPETITIVELY BID OR PROPOSED CONTRACTS

NON – COLLUSION AFFIDAVIT

COMPLIANCE WITH LAWS OF GEORGIA

I certify that this bid/proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid/proposal for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding/proposals is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid/proposal and certify that I am authorized to sign this bid for the bidder/proposer.

This the _____ day of _____, 20____.

_____
Contractor

Sworn to and subscribed before me the date set forth above.

_____
Notary Public
My commission expires: _____ (NOTARY SEAL)

QUESTION/CLARIFICATION
FAX or EMAIL FORM

DATE:_____, 20____

TO: MCSD Construction Department
Fax No.: 706-748-2867
Email Address: Battles.Jeffery.W@muscogee.k12.ga.us &
carrion.raymond@muscogee.k12.ga.us

RE: **RFP for Columbus Public Library HVAC Project**

. . . . . .

I have the following concerns/questions about the proposal specifications:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

From:

_____
Company Name Website

_____
Representative Email Address

_____
Complete Address City State Zip Code

_____
Telephone Number Fax Number

MANDATORY
PRE-PROPOSAL CONFERENCE

ATTENDANCE CONFIRMATION FORM

DATE: _____, 20 ____

TO: MCSD Construction Department
Fax 706-748-2867
Email Battles.Jeffery.W@muscogee.k12.ga.us &
carrion.raymond@muscogee.k12.ga.us

RE: **RFP for Columbus Public Library HVAC Project**

A Mandatory Pre-Proposal Conference will be held on November 3, 2026, at 10:30am at Office of the Director of Construction, 5661 Lorenzo Road, Columbus, Georgia 31904.

The purpose of the conference is to discuss any questions or concerns proposers may have regarding the required services. Please notify the School District's Construction Department to confirm attendance at the mandatory pre-proposal conference by completing the information below and returning it to the Construction Department by fax or email to the fax number or email address set forth above prior to November 3, 2026. If you fail to attend the conference your proposal will not be accepted.

(PLEASE PRINT LEGIBLE)

From:

_____
Company Name Website

_____
Representative Email Address

_____
Complete Address City State Zip Code

_____
Telephone Number Fax Number

EXHIBIT 'B'

MUSCOGEE COUNTY SCHOOL DISTRICT

SB 529 Georgia Security and Immigration Compliance Act of 2006

Federal Work Authorization Program

"EEV/Basic Pilot Program"

Effective July 1, 2007

PUBLIC EMPLOYERS, THEIR CONTRACTORS AND SUBCONTRACTORS ARE REQUIRED TO VERIFY NEW EMPLOYEE WORK ELIGIBILITY THROUGH A FEDERAL WORK AUTHORIZATION PROGRAM

All Contractors and Sub-Contractors providing services to public employers must register and participate in this Federal Work Authorization Program in accordance with the applicability provisions and deadlines established in O.C.G.A.13-10-91. The EEV/Basic Pilot Program is operated by the Homeland Security Department. To register please log-on to the following website: https://www.vis-dhs.com/EmployerRegistration

This regulation shall apply as follows:

(A) On or after July 1, 2007, with respect to public employers, contractors, or subcontractors of 500 or more employees;

(B) On or after July 1, 2008, with respect to public employers, contractors, or subcontractors of 100 or more employees;

(C) On or after July 1, 2009, with respect to all public employers, contractors, or subcontractors

This Code shall be enforced without regard to race, religion, gender, ethnicity, or national origin.

Please check and initial below to indicate the statutory number of employees the contractor or sub-contractor has.

	Check One	Initial
(A) 500 or more employees	_____	_____
(B) 100 or more employees	_____	_____
(C) fewer than 100 employees	_____	_____

THOSE CONTRACTORS WHO ARE SUBJECT TO THIS ACT MUST COMPLETE AFFIDAVITS (COPIES OF WHICH ARE ATTACHED) FOR CONTRACTORS (AND SUB-CONTRACTORS) AS EVIDENCE OF COMPLIANCE WITH THE ACT. COMPLIANCE WITH THIS ACT IS A MANDATORY CONDITION OF ANY PHYSICAL SERVICES CONTRACT ENTERED INTO WITH THE MUSCOGEE COUNTY SCHOOL DISTRICT AFTER JULY 1, 2007.

_____ _____

CONTRACTOR NAME **BY: Authorized Officer or Agent**

_____, 20_____ _____

DATE **Printed Name of Authorized Officer or Agent**