# CARROLL COUNTY BOARD OF EDUCATION

**REQUEST**

**FOR**

**SEALED COMPETITIVE PROPOSALS**

**FOR CONSTRUCTION OF:**

## ADDITIONS AND RENOVATIONS TO:

# WHITESBURG ELEMENTARY SCHOOL

**WHITESBURG, GEORGIA**

**CARROLL COUNTY BOARD OF EDUCATION**

**CARROLLTON, GEORGIA**

**01-601-266**

CARROLL COUNTY SCHOOLS

REQUEST

FOR

SEALED COMPETITIVE PROPOSALS

The **Carroll County Board of Education** is requesting proposals from interested and qualified Construction Firms for the construction of Additions and Renovations to: Whitesburg Elementary School. The proposed budget is $7,000,000.00. Proposals and construction documents will be available from Southern A & E, LLC (770) 819-7777.

The **Carroll County Board of Education** (hereinafter referred to as School System) plans to select the most qualified Construction Firm to enter into a contract for the construction for the above referenced project.

The procedures for public works construction contracts as established by the Georgia Local Government Public Works Construction Law, O.C.G.A., 36-91-1 shall be followed. Final selection will be made in accordance with the policies and administrative directives of the School System and any other statutory provisions.

It is the intent of Carroll County Schools that local businesses, female-owned businesses, and minority businesses have a fair and equal opportunity to participate in the new construction projects. Therefore, the Owner encourages local businesses, female-owned businesses, and minority businesses to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit local businesses, female-owned businesses, and minority businesses in procuring subcontractors and suppliers. This desire on the part of Carroll County Schools is not intended to restrict or limit competitive bidding or to increase the cost of work. The Owner supports a healthy fee market system that seeks to include responsible businesses and provides ample opportunity for business growth and development.

Responses must be received by the Carroll County School Board Office at 164 Independence Drive, Carrollton, Georgia 30116 on or before 2:00 p.m. Eastern Standard Time on November 12, 2026.

After which time and date they will no longer be accepted. Late responses will be returned unopened and will not be considered. To be accepted, all responses must be submitted in a sealed package marked "**Sealed Competitive Proposals for Additions and Renovations To: Whitesburg Elementary School**". **Six (6) copies of each proposal and one sealed bid must be forwarded or delivered to:**

**Mr. Mike Beers, Director of Facilities**
**Carroll County Board of Education**
**164 Independence Drive**
**Carrollton , Georgia 30116**

Oral or telegraphic (including FAX) responses are not acceptable.

Project selection timeline:

Public Advertisement: October 6, 2026
Pre-Proposal Meeting: October 22, 2026 @ 10:00 AM
Proposals Due: November 12, 2026 @ 2:00 PM
Award if acceptable will be within 30 days.

Please direct all questions regarding this RFP and the program it represents to:

| | | |
|---|---|---|
| Mr. Mike Beers,<br>Director of Facilities<br>Carroll County Schools<br>164 Independence Drive<br>Carrollton, GA 30116 | Or | Samantha Manders,<br>Project Manager<br>Southern A & E, LLC<br>7951 Troon Circle<br>Austell, GA 30168 |
| Phone: (770) 832-3568<br>Email: mike.beers@carrollcountyschools.com | | Phone: (770) 819-7777<br>Email: smanders@southernae.com |

Site visits to inspect the site can be arranged by appointment with Mr. Mike Beers (770-328-7090). It is the responsibility of the respondent to arrange and conduct any site visits necessary to familiarize themselves with existing conditions.

A mandatory pre-proposal meeting will be held on October 22, 2026, at 10:00am at Whitesburg Elementary School. Any person or entity that fails to attend the mandatory pre-proposal meeting will not be permitted to submit a Proposal for the Project and any Proposal submitted by a person or entity that did not attend the mandatory pre-proposal meeting will be returned unopened

The school system reserves the right to select or reject all responses as a result of this Request for Proposal. The school system is not liable for any costs incurred by any person or firm responding to this Request for Proposal.

## GENERAL INFORMATION

### 1. Proposal Format:

Proposals must be submitted in the format outlined in this document. Prior to actual evaluation, each Proposal will be reviewed to determine whether it is complete. Proposals that do not contain the information requested will not be considered.

Respondents shall use the prescribed format to clearly indicate their experience and qualifications.

### 2. Responsibility

The selected firm will be required to assume total responsibility for all services offered in his/her proposal. The selected firm will be considered the prime contractor and the sole point of contact with regard to all contractual matters.

### 3. Required Bonds and Insurance

The firm shall provide the school system with the required bonds listed in the Bid Document Specification Section 00100 - Instructions to Bidder.

Bid Security: A Bid Bond shall be included in the construction bid envelope. The Bid Bond shall be payable to Carroll County Board of Education in the amount of Five Percent (5%) of the Bid Amount.

Performance and Labor & Material Payment Bonds: The accepted bidder (contractor) shall furnish a proper Performance Bond and Labor & Material Payment Bond covering the full amount of the Contract Price as security for the faithful performance of all work under the Contract and payment of all charges in connection therewith. The cost of these bonds shall be included in the contractor's bid.

To adequately protect the interests of the school system, the successful respondent shall procure, and maintain in effect during the life of the agreement, the following insurance coverages:

1. Workers Compensation:
   a. State: Statutory
   b. Employers Liability:
      $500,000.00 Each Accident
      $500,000.00 Disease Policy Limit
      $500,000.00 Disease Each Employee
2. Comprehensive General Liability (including Premises-Operations; Independent Contractors Protective; Products and Completed Operations; Broad Form Property Damage; X-C/U Explosion, Collapse and Underground Coverage):
   a. General Aggregate:$2,000,000.00

b. Products/Completed & Operations Aggregate: $2,000,000.00
c. Each Occurrence: $1,000,000.00
d. Personal & Advertising Injury: $1,000,000.00
e. Fire Damage - Any One Fire: $100,000.00

3. Comprehensive Automobile Liability:
Combined Single Limits: $1,000,000.00

4. Umbrella Excess Liability:
a. General Aggregate: $1,000,000.00
b. Products/Completed & Operations Aggregate: $1,000,000.00
c. Each Occurrence: $1,000,000.00
d. Personal & Advertising Injury: $1,000,000.00
e. Completed Value/Builders Risk including interests of the Owner, Contractor, Subcontractors and Sub-subcontractors and covering the entire project including materials stored off site and materials in transit.

**4. Taxes, Fees, Code Compliance and Licensing:**

The firm shall be responsible for the payment of any required taxes or fees associated with the contract. The firm shall also be responsible for compliance with all applicable codes and statutes. All installation and construction work shall be done by sub-contractors licensed in the State of Georgia.

**5. Payment:**

Contractor shall submit monthly payment applications using AIA G702 and AIA G703 Continuation Sheets in addition to Georgia State Department of Education DE Form 0263, July 1982 Edition.

**6. References and Proprietary Information:**

Submission of a response authorizes the school system to make inquiries concerning the respondent and its officers to any persons or forms deemed appropriate by the school system.

**7. Inquiries:**

Questions that arise prior to the proposal submittal date shall be submitted in writing to both the school system and the architect.

## SELECTION PROCESS

### Phase I - Proposal Evaluation

Interested firms responding to this Request for Proposal must provide the information required to meet the criteria contained in "Response Format and Contents". The evaluation committee will evaluate submittals and choose the most highly qualified firm and may invite them to participate in Phase II of the selection process if applicable. The following criteria will be considered in choosing the most highly qualified contractor:

1. Firm History & Capability
2. Current Workload
3. Project Personnel
4. Schedule
5. Base Bid

### Phase II - Interviews

The firm or firms chosen because of the Phase I evaluation process may, at the discretion of the evaluation committee, be asked to participate in oral interviews. Following these interviews, the evaluation committee will recommend a firm to the Board of Education for review and approval.

### Negotiation and Signing of Contract

Upon completion of evaluations by the committee, and the determination that the project is feasible and acceptable to the Carroll County Board of Education, a modified AIA A101 contract will be executed between the selected firm and the School System.

## RESPONSE FORMAT AND CONTENTS

Responses must be submitted in the format outlined in this section. Each response will be reviewed to determine if it is complete prior to actual evaluation and opening of bid. Failure to provide accurate, up-to-date responses to all portions of the RFQ may result in disqualification without prejudice. The school system reserves the right to eliminate from further consideration any responses that are deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the school system is that all responses follow the same format to evaluate each response fairly. The school system may, during the evaluation process, request additional information to supplement and/or clarify the information provided.

Proposals will be evaluated in light of the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred.

Each respondent shall provide the school system with six (6) copies of his/her response and one sealed bid. Begin each section and subsection as described herein on a separate page. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly across the bottom of each page.

### 1. Cover Letter

Each proposal shall include a one-page cover letter at the beginning of the proposal. The cover letter shall include a project title, firm information (including name, address, telephone and fax number), names and telephone and fax numbers of persons authorized to provide any clarifications required.

### 2. Overview:

Complete Attachment 1 and provide any additional relevant information.

### 3. Financial Information:

A. Provide an audited financial statement, balance sheet and income statement for the firm, or firms in the case of a joint venture.
B. Provide a compliance letter from your bonding company showing consent to provide 100% Performance and Payment Bonds for your services as a Construction Manager.
C. Each respondent shall provide a certificate of insurance detailing their firm's present coverage and limits. Insurance agent shall certify that they are licensed to perform business in the State of Georgia.

**4.** **Project Approach:** (Provide the following items in the order listed)

A. Relevant Experience:
Provide a one-page summary of your relevant experience with this building type that distinguishes your firm from other contractors.

B. Relevant Projects:
List all similar projects completed under the firm name in the last five (5) years. Also list all projects completed with Carroll County Schools and Southern A&E over the same time period.

C. Current Workload:
Provide a one-page description of your workload including the name of the owner, the name of the project, and tentative start and completion dates for the project.

D. Schedule Control:
Provide a one-page description of your approach to schedule control and specific methods/techniques that you intend to utilize in this project. Include a CPM timeline showing the necessary activities and schedule for implementation of this project.

E. Quality Assurance/Control:
Provide a one-page description of any formal program that your firm utilizes to ensure quality.

F. Project Management:
Each respondent shall list the members of their team and provide a one-page resume including education, experience and any other pertinent information for each team member assigned to this project.

G. Project Staffing:
Each respondent shall attach a one-page project staffing plan. The plan shall include: 1.) initial staffing showing the percentage of time each staff member is to be assigned to the project team 2.) project organization chart showing a graphic representation of the participants listed as members of the project team and their responsibilities in the program.

H. Bid Form:
Provide a separate sealed envelope for one copy of the bid form (Specification Section 00300) which includes: Base Bid, Add Alternates, Unit Prices, 5% Bid Bonds

**Attachment 1**

## OVERVIEW

Company Name:
Address:

City/State/Zip:
Telephone:
Fax:

Contact Person:

Branch Office for the Project if Applicable:
Address:

City/State/Zip:
Telephone:
Fax:

Company Officers:

Number of years doing business under this name?

Number of permanent employees?

Have you ever defaulted on a contract?
If so, explain

Have you ever been involved in litigation or arbitration with an Owner?
If so, on a separate sheet, explain describing each instanced and the resolution thereof.

What is your firm's current bonding capacity and bonding rate?

**Attachment 2**

**PROPOSAL SCORING CHART**
**FOR**
**SEALED COMPETITIVE PROPOSALS**

**Project: ADDITIONS AND RENOVATIONS TO:**
**WHITESBURG ELEMENTARY SCHOOL**

**Owner: Carroll County Schools**

| Item | Description | Company(s) | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | (Pts) | A Score | B Score | C Score | D Score | E Score | F Score | G Score | H Score |
| 1. | Firm History & Capability | 30 | | | | | | | | |
| 2. | Current Workload | 10 | | | | | | | | |
| 3. | Project Personnel Qualifications | 15 | | | | | | | | |
| 4. | Project Schedule | 10 | | | | | | | | |
| 5. | Bid | 35 | | | | | | | | |
| | Total Points | 100 | | | | | | | | |

*The low bid will receive the most points, 35 points. To determine each higher bidder's score, divide the low bid by each ascending bid. That number is then multiplied by the total possible points to get each bidder's score for this category.

**Award contract based on the best total score.**

# Evaluation Guideline for Sealed Competitive Proposals

## PURPOSE:

To evaluate, rank and recommend the most qualified proposer who can provide the best value to the owner. The committee approach for evaluating proposals provides opportunities for discussion of the listed criteria and expedites the selection process.

## EVALUATION CRITERIA:

The evaluation criteria are defined in the RFP. Each committee member should assign a numerical value to each section and those scores will be averaged together. Once the scoring for sections 1-4 is completed, the bid will be opened and evaluated as described in the RFP, and a bid score will be assigned to each proposer. All the scores will be totaled and averaged to determine who has the highest average ranking, and that firm will be recommended for approval to the Board of Education.

In the event of a tie, the two responders will be asked to present a best and final offer for the committee to review within a specified time. The Committee must keep all criteria discussions and rankings confidential.

### 1. Firm History and Capability: 30 points

This category should be a measure of the firm's stability and consistency, not just a measure of how long the firm has been in business. It should also measure both quantitatively and qualitatively the relevant projects previously awarded to the proposer and reflect the firms' ability to professionally staff, manage and report on the project.

"Relevant" might be defined as *schools and other public projects completed in the state of Georgia on a CM/GC @ Risk.*
Questions which could be asked:
How long has the firm been in business under the current management team?
Do the resumes of senior management reflect academic and field accomplishments?
Were the projects completed on time and within budget?
Were problems resolved promptly and to the owner's satisfaction?
Were change orders handled satisfactorily?

### 2. Current Work Load: 10 points

This should be a measure of the firm's ability to give their full attention to the success of this project and to ensure that the firm will not be distracted by too many prior commitments.

Questions which could be asked:

What is the firm's current workload, and will that workload affect the project?
On previous projects did the firm act as a "team member" from preconstruction through completion?

### 3. Project Personnel Qualifications: 15 points

This category should measure the proposed Project Manager and Superintendent's experience level and how well they worked with the owner and architect on previous jobs.

Questions which could be asked:
What are the years of experience and how many jobs have been completed for each?
How well did they coordinate and communicate with other team members?

### 4. Project Schedule: 10 points

In school construction, opening on time is of paramount importance.
This category should not only compare each firms estimate of time to complete this project, but should be linked to their track record of estimate versus actual time one previous jobs. It should also compare each firm's systems and methodology for time line management.

Questions which could be asked:
What is the firm's history of meeting scheduled openings?
Did work on previous project progress in a logical and orderly manner?
What type of systems does the proposer have in place for time line management?

### 5. Bid: 35 points

First, the goal of the proposal selection process is to pick a General Contractor based primarily on qualification criteria (65 points) rather than solely on "low bid" (35 points) in order to have a qualified and compatible team member.
Secondly, significant consideration is given to the fact that the owner has limited resources and is concerned with the total cost of the project to the school system.
The low bidder will receive the most points, 35 points. To determine each higher bidder's score, divide the low bid by each ascending bid. That number is then multiplied by the total possible points to get each bidder's score for this category.

Questions which could be asked:
Is the bid category properly weighted?
Does the scoring system proportionally account for small differentials in bid?
How does the total cost per square foot to the owner compare to the last two comparable size projects, given present construction market condition?