Columbia County School District

PURCHASING DEPARTMENT
4781 Hereford farm Road, Evans, GA 30809
Tele: (706) 541-2723 ext. 5108 Fax: (706) 855-3843 Email: Hudson.Chandler@ccboe.net

NOTICE TO VENDORS

PROJECT MANAGEMENT SERVICES
NO. HC-11-20-26A

The Columbia County School District (CCSD) is accepting sealed bids as specified in the attached Invitation For Proposals documents (RFP). Proposals will be received at the office of Hudson E. Chandler, Purchasing Supervisor, Columbia County School District, Business Department, 4781 Hereford Farm Road, Evans, GA 30809.

November 20, 2026 @ 2:00 PM

PROPOSALS SHALL BE PLAINLY MARKED

RFP FOR: Project Management Services

REQUEST FOR BID NUMBER: HC-11-20-26A

DUE BEFORE: November 20, 2026 @ 2:00 p.m.

Any proposal received later than the specified date and time, whether delivered in person or mailed, shall be disqualified.

The CCSD reserves the right to reject any or all proposals and to accept any deemed most advantageous to the CCSD and to waive any informalities in the request.

Hudson E. Chandler
Purchasing Supervisor

CERTIFICATION & ACCEPTANCE FORM

Project Name: **Project Management Services**	**Request for Proposal** **NO. HC-11-20-26A**
Refer <u>ALL</u> Inquiries to: **Columbia County School District** **5108 Hereford Farm Road** **Evans, GA 30809** **ATTN: Alex Casado, Chief Financial Officer** Telephone: 706- 541- 2723 Ext. 5108 Facsimile: 706- 855-3843 E-Mail: Hudson.Chandler@ccboe.net	**Commodity: Project Management Services** **Contract Type:** Percentage Cost **<u>FOR CCBOE USE ONLY</u>** **Contract Number:**
(See page 2 for mailing instructions.)	

<u>NOTICE TO VENDORS</u>
Proposals are due no later than <u>2:00 p.m., November 20, 2026.</u>

Offers are subject to rejection if not received by the due date and time specified and may be subject to rejection if not submitted with this form.

<u>EXECUTION</u>
In compliance with this Request and subject to all the terms and conditions herein, the undersigned offers and agrees to furnish all products, materials, equipment, and labor necessary to perform to the attached specification, at the price and within the time specified herein. I certify that this Offer is made without prior understanding, agreement, or connection with any firm, corporation, or person submitting a Proposal for the same purpose, and is in all respects fair and without collusion or fraud. Under penalty of perjury, the undersigned Offeror certifies that, to the best of its knowledge and belief: (1) the prices in this Proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other Offeror, or to any competitor or with any officers, agents or employees of the CCBOE; and (2) unless otherwise required by Federal or Georgia Law, the prices which have been offered in this Proposal have not been knowingly disclosed by the Offeror and will not be knowingly disclosed by the Offeror prior to opening, directly or indirectly, to any other Offeror or to any other competitor; and (3) no attempt has been made or will be made by the Offeror to induce any other person, partnership or corporation to submit or not submit a Proposal for the purpose of restricting competition.

Failure to execute/sign Proposal prior to submittal may render the Proposal invalid. Late Proposals may not be accepted.

OFFICIAL BUSINESS NAME, COMPANY NAME, TRADE NAME:		FEDERAL ID OR SOCIAL SECURITY NO:	
STREET ADDRESS:		P.O. BOX:	ZIP:
CITY & STATE & ZIP:		TELEPHONE NUMBER:	TOLL FREE TEL. NO (800)
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		FAX NUMBER:	
AUTHORIZED SIGNATURE:	DATE:	WEB ADDRESS:	
		E-MAIL:	

Offer valid for 45 days from Request for Proposal due date unless otherwise stated here: _____ days

TYPE BUSINESS

Check one or more where applicable:

☐ Minority-Owned Business (at least 51% owned and controlled by minority group members)

☐ Woman-Owned Business (at least 51% owned and controlled by women)

☐ Small Business

ACCEPTANCE OF OFFER

If any or all parts of this Proposal are accepted, an authorized representative of the CCSD shall affix their signature hereto and this document and any other special terms and conditions, scopes of work, specifications, and any Columbia County School District Contract conditions applicable to this Request For Proposal shall then constitute the entire written contract agreement between the parties ("Contract"). This Contract supersedes all prior written or oral agreements and there are no other promises or conditions in any other agreement, whether written or oral, having effect on this Contract. A copy of this acceptance will be forwarded to the successful Offeror and a CCSD Purchase Order and/or General Contract For Services will issued as a release against this Contract.

FOR CCSD USE ONLY

Offer accepted and contract awarded this _____ day of _____, 20_____,

By _____ (Authorized contracting representative of CCSD).

MAILING INSTRUCTIONS: Mail (e.g., US Mail, Fed Express) pages 1 & 2 of this fully executed Request for Proposal document and any required RFP documents with your Proposal. This is a formal sealed RFP. Seal, address envelope and identify the Request For Proposal number on the outside of the package as shown below: It is the responsibility of the Offeror to have all required RFP documents received by CCSD on or before the specified due date and time. INCLUDE ONE ORIGINAL PROPOSAL RESPONSE AND ONE COPY.

Columbia County School District
Business Department
4781 Hereford Farm Road
Evans, Georgia 30809

Attention: Hudson Chandler, Purchasing Supervisor

Project: Project Management Services
RFP: HC-11-20-26A
Due: November 20, 2026 @ 2:00 p.m.

Columbia County School District
Business Department

Instructions & Specifications

The Columbia County School District, 4781 Hereford Farm Road, Evans, Georgia 30809 (CCSD) is soliciting competitive proposals for Project Management Services. The request for proposal number (RFP) is HC-11-20-26A

Sealed proposals are due no-later-than November 20, 2026 at 2:00 p.m. to the CCSD office at 4781 Hereford Farm Road, Evans GA, 30809.

SCHEDULE

- Proposals are due at the CCSD office no later than November 20, 2026 at 2:00p.m.
- Mandatory Pre-bid meeting October 29, 2026 10:00am at CCSD office, 4781 Hereford Farm Road, Evans, Georgia 30809.
- Last day for question, November 12, 2026.
- Award estimated before the end of December 2026.

INTRODUCTION

The CCSD invites qualified independent vendors to submit proposals for providing Project Management Services. Initial contract period to be 1 year upon award, with option of extending based on mutual consent for up to nine successive years thereafter.

The Contract shall be deemed to terminate absolutely and without further obligation on the part of CCSD at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed. In the event of insufficient funding, the Contract shall terminate absolutely and without further obligation as of that moment.

The CCSD may award one or more contract awards if deemed in the best interest of the CCSD.

The CCSD point of contact for any questions concerning this RFP is Hudson.Chandler@CCBOE.net. Last day for questions, November 12, 2026.

GENERAL INFORMATION

Initial request is for assistance with design management and construction management oversight for the Greenbrier High School Additions and Renovations project. The winning firm will assume the progress that has been already made on this project, which will be discussed in detail at the Prebid meeting.

TASKS AND SERVICES

Pre-design / Planning Stage

- Continue to develop clear Project goals for time, cost, and scope of the achievement of the Project
- Continue to develop realistic milestones and a budget for total Project costs including construction, equipment, furniture, and design fees.
- Negotiate agreement(s) with Design Team entities within predefined parameters.

Planning and Design Stage

- Direct and coordinate applicable Design Team, authorities, and service organizations related to the Project. Arrange and chair regular coordinating meetings.

- Direct and coordinate the Design Team throughout the Project in the preparation of the Project program and the design from schematic through working drawing stages. Review the design schematic periodically and give direction as required to coordinate and achieve the Project goals.
- Perform constructability reviews, value engineering and scope adherence reviews.
- Develop Project time schedules for the design stage and coordinate the activities of the CCSD business unit representative, Project manager and design team.
- Provide a summary construction schedule for inclusion with the bid documents.
- Prepare preliminary cost estimates at 90% phase.
- Receive and analyze Construction Professional proposals, make award recommendations including conducting pre-award conferences and negotiate and prepare construction contracts per CCSD direction.
- Validate scope, budget, and schedule throughout the design phase.
- Obtain CCSD approvals on changes to Project parameters.

Construction Procurement Stage

- Provide a construction time schedule for inclusion in the bid documents and develop for CCSD a cost value for each activity, based upon the schedule, for use in preparing a forecast.
- Recommend professional firms for selection by CCSD, including key sub- contractors (referred to herein as "Construction Team").
- Implement value engineering for all aspects of design and construction with selected Construction Team prior to contract award.
- Upon receipt of CCSD approval, award such work.

Additional Services

Vendor shall also provide additional services as are reasonably requested by CCSD, subject to mutual agreement as to the scope of, and pricing for, such additional services.

PRICING

Vendor to provide pricing based on percentage cost of projects with minimum annual fee for services.

SCORING MATRIX WEIGHTING

30% Price
25% Prior experience providing related consulting services
15% Quality and detail of proposal
15% Number of key personnel with qualifications and experience
15% Number of years directly dedicated to school projects

ANY DISCUSSIONS REGARDING PRICE WITH CCSD EMPLOYEES OR OTHER VENDORS PRIOR TO THE BID OPENING IS EXPRESSLY FORBIDDEN AND MAY RESULT IN DISQUALIFICATION OF YOUR PROPOSAL.

Vendors shall provide one original, six paper copies and one electronic copy in form of a pdf.

Proposals must contain, as a minimum, the following.

- Firm overview
- Proposed Organization chart
- Resumes / qualifications of proposed staff
- Copy of one or more examples of similar experience with public school districts
- Bid Certification & Acceptance Form (2-Pages)
- Business References Form (1-Page)
- Copy of Current Business License (Copy of Columbia County Business License must be provided no-later-than 10-calendar days following contract award, before work or services begin)
- Proof of Insurance (no-later-than 10-calendar days following contract award, before work or services begin)
- Statement concerning the number of personnel with qualifications and experience
- Signed copy of General Contract for Services
- Completed Immigration and Security form (e-verify, no-later-than 10-calendar days following contract award, before work or services begin)
- 7 complete proposal copies to utilize during review process

Columbia County School District
Business Department

Parameter Worksheet

Company Name: _____

Failure to respond to the following questions and/or to provide company authorized signature(s) may result in disqualification.

☐ Yes	☐ No	Do your products and/or services meet all of the requirements described in the request document? If not, have you attached all variations to any requirements and specifications to your proposal?
☐ Yes	☐ No	Have you completed or answered all response lines and questions? *Please Note: Failure to do so may result in disqualification of your bid.*
☐ Yes	☐ No	Have you submitted in accordance with any attached Special and/or Bid/Contract Conditions? *Please Note: Failure to do so may result in disqualification.*
☐ Yes	☐ No	Does your company understand that the Columbia County School System reserves the right to reject any and all proposals and conduct a re-bid for any reason? *Please Note: All information submitted, even if rejected or re-bid, is made available to the public unless marked "Proprietary" as described within the General Conditions.*
☐ Yes	☐ No	Do you acknowledge that all information presented within your proposal becomes available to the public unless marked "Proprietary" or "Confidential"? *Please Note: Only certain items may be marked as "Proprietary" or "Confidential. See the Bid Terms & Conditions for further information.*
☐ Yes	☐ No	Do you understand that if your company is awarded the contract and does not deliver service(s), product(s) or material(s) by the specified delivery date, then the contract award may be rescinded and all orders cancelled?
☐ Yes	☐ No	Does your company accept that the Columbia County School System is the sole arbiter of this bid and that all decisions are final?
☐ Yes ☐ No ☐ Not Applicable		Does your company accept that low bid price does not guarantee bid award and that awards may be based on one or a combination of factors? *Please Note: Failure to do so may result in disqualification of your bid.*
☐ Yes ☐ No ☐ Not Applicable		If requested with this BID, have you attached warranty information to your bid as requested? *Please Note: Failure to do so may result in disqualification of your bid.*
☐ Yes ☐ No ☐ Not Applicable		If requested with this BID, have you provided or will you provide all insurance information as requested? *Please Note: Failure to do so may result in disqualification of your bid.*
☐ Yes ☐ No ☒ Not Applicable		If requested with this BID, have you attached your company's required financial statements? *Please Note: Failure to do so may result in disqualification of your bid.*
☐ Yes ☐ No ☐ Not Applicable		If requested with this BID, have you attached your company's required customer references? *Please Note: Failure to do so may result in disqualification of your bid.*
☐ Yes ☐ No		Did you receive written amendment(s) to this Bid? If yes, how many? _____ *Please Note: Failure to respond to this question may result in disqualification of your bid.*
_____ Attachments		List the number (quantity) of attachments included with your BID response.
☐ Attached Electronically ☐ US Mail ☐ Courier ☐ Hand Delivered		Please indicate how you have submitted your required product specifications and other requested documents or materials.

Project Management Services

_____

_____ Project Name

Organization Name

_____

_____

Name(s) and Titles(s) of Authorized Representative(s)

_____

_____

Signature(s) Date

_____

_____

Signature(s) Date

Columbia County School District
Business Department

Business References Form

Company Name: _____

Authorized Signature: _____

Title: _____ **Date:** _____

Number of years Company has operated under present name:_____

<u>References For Similar Goods and/or Services And Approximate Contract Size:</u>

Company or Business Name Address Contact/Telephone Number Email

_____

_____

_____

_____

_____

_____

_____

Bid responses that are incomplete or contain less than three (3) business references may not be considered for award.