

**COWETA COUNTY SCHOOL SYSTEM**

**REQUEST**

**FOR**

**COMPETITIVE SEALED PROPOSALS**

**FOR CONSTRUCTION OF:**

**SYNTHETIC TURF FIELDS AT:**

**NORTHGATE, EAST COWETA & NEWNAN HIGH SCHOOLS**

**NEWNAN, GEORGIA**



**COWETA COUNTY SCHOOL SYSTEM**

**NEWNAN, GEORGIA**



**COWETA COUNTY SCHOOL SYSTEM**  
**REQUEST FOR**  
**COMPETITIVE SEALED PROPOSALS**

**TABLE OF CONTENTS**

<b>Cover</b>	<b>page 1</b>
<b>A. Introduction</b>	<b>page 3</b>
<b>B. Calendar of Events</b>	<b>page 5</b>
<b>C. General Information</b>	<b>page 6</b>
<b>D. Selection Process</b>	<b>page 8</b>
<b>E. Proposal Format &amp; Content</b>	<b>page 9</b>
<b>F. Proposal Scoring</b>	<b>page 10</b>
<b>G. Proposal Checklist</b>	<b>page 13</b>
<b>Attachment 1</b>	<b>page 14</b>
Not Used – Blank Page	
<b>Attachment 2</b>	<b>page 15</b>
Certification of Information	
<b>Attachment 3</b>	<b>page 16</b>
Contractors Affidavit	
<b>Attachment 4</b>	<b>page 17</b>
Mandatory Test Requirements	
<b>Attachment 5</b>	<b>page 18</b>
Northgate H.S. Sample Field	
<b>Attachment 6</b>	<b>page 19</b>
East Coweta H.S. Sample Field	
<b>Attachment 7</b>	<b>page 20</b>
Newnan H.S Sample Field	

# COWETA COUNTY SCHOOL SYSTEM

## REQUEST FOR

### COMPETITIVE SEALED PROPOSALS

#### A. INTRODUCTION

The **Coweta County School System** is requesting proposals from interested and qualified Construction Firms for the construction of **Synthetic Turf Fields and Latex Running Tracks at: Northgate, East Coweta, & Newnan High Schools**. The proposed budget is \$5,000,000.00. The Project Manual and construction documents will be available from Southern A & E, LLC (770) 819-7777.

The **Coweta County School System** (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 contractor agrees to perform all work in compliance with O.C.G.A.13-10-91, Georgia Security and Immigration Compliance Act. The contractor shall state affirmatively that the individual, contractor, or corporation which is contracting with the Coweta County School System, has registered with and is participating in a federal work authorization program using any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. See **Attachment 3** that must be completed with proposal.

The contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Coweta County School System, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Coweta County School System at the time the subcontractor(s) is retained to perform such service.

#### **DEADLINE**

Proposals must be received by the **Coweta County School Operations Center at 167 Werz Industrial Drive, Newnan, GA 30263** on or before **10:00 a.m.. EDST on April 05, 2018**.

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 request for proposal responses must be submitted in a sealed package marked "**Competitive Sealed Proposals for: Synthetic Turf Fields and Latex Running Tracks at: Northgate, East Coweta, & Newnan High Schools**".

#### **SITE VISITS**

One (1) non-mandatory pre-proposal meetings/site visits will be held. Proposers are not required to attend, but it is highly encouraged to attend for the opportunity to visit the sites. The meeting is scheduled for **March 22, 2018 beginning at 9:00 AM EDST**. The meeting will begin at Northgate High School and continue on to East Coweta High School, and Newnan High School. Approximately one hour will be spent at each facility. More time will be allowed at Newnan High School.

## SUBMISSION OF PROPOSALS

- Submissions are due by mail or hand delivered not later than the date and time determined by the date/time stamp of the Coweta County School System set forth in this RFP. Offerors are advised to consider that hand delivery assures timely receipt.
- Submit six (6) copies of each **Proposal** in the requested proposal *response format* with required contents in a sealed envelope. Do not submit Alternative or Cost Savings Measures in this envelope.
- In a separate sealed envelope, submit one (1) copy of the **Proposal Cost Form** with the **Bid Bond** attached. **Samples** shall be submitted with this response. Contractor shall submit any suggested **Cost Saving Measures** or Alternates to the methods presented in this envelope as well. Contractor shall include detailed description of alternative, sample and reasons why alternative is presented along with the **Proposal Cost Form** clearly marked that it pertains to an Alternative method(s) related to cost savings.

**Proposals and supporting documentation must be submitted to:**

**Mr. Ronnie Cheek, Facilities Director  
COWETA COUNTY SCHOOL SYSTEM  
167 Werz Industrial Drive,  
Newnan, GA 30263**

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

## QUESTIONS

- Questions that arise prior to the proposal submittal date shall be submitted in writing to both the School District and Southern A & E. Email is the preferred method of communication. Only written questions submitted via email or fax will be accepted. No response other than written will be binding upon the School District. Questions must be received by 2:00pm on the date indicated in the Calendar of Events.
- Please direct all questions regarding this RFP and the program it represents to:

Mr. Ronnie Cheek,  
Facilities Director  
Coweta County School System  
167 Werz Industrial Drive  
Newnan, GA 30263  
Phone: (770) 254-2750, ext.203  
Email: [ronnie.cheek@cowetaschools.net](mailto:ronnie.cheek@cowetaschools.net)

Patrick Hallahan, PLA  
Project Manager  
Southern A & E, LLC  
7951 Troon Circle  
Austell, GA 30168-7755  
Phone: (770) 819-7777  
Email: [phallahan@southernae.com](mailto:phallahan@southernae.com)

## **B. CALENDAR OF EVENTS**

- **Public Advertisement:** **March 5, 2018**
- **Proposals Pre-Proposal Meeting:** **March 22, 2018**
- **Questions deadline:** **March 29, 2018**
- **Proposals Due:** **April 05, 2018**
- **Evaluation Period:** **April 10, 2018**
- **Award (if acceptable):** **April 17, 2018**
- **Projects Completion** **August 28, 2018**

### **LIQUIDATED DAMAGES**

The School District reserves the right to seek liquidated damages for losses of use of each school's field for each week the field is not available for a home football game. Damages will be in the amount of \$75,000 per week that each field / Running Track is late on substantial completion. The amount will be deducted from subsequent pay applications.

The School System reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be e-mailed to proposers of record and posted to the Coweta County Schools website, [www.cowetaschools.com](http://www.cowetaschools.com). Proposers should check this web page frequently for new information.

Submission of a proposal authorizes the School District to make inquiries concerning the proposer and its officers, agents, and representatives to any persons or firms deemed appropriate by the School System.

Proposals are subject to the Georgia Open Records Act. The School System cannot protect proprietary data submitted in proposals.

Submission of proposals indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the School System during the determination of ranking order and award.

The School System reserves the right to waive any formalities and to select or reject any and 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.

Respondents agree to waive any claims they have or may have against the School System, its employees, agents, members, representative and legal counsel, arising out of or in connection with the: (1) administration, evaluation, recommendation or selection of any proposal or qualifications; (2) waiver of any representations under the proposal or documents; (3) approval or rejection of any proposal or qualifications; and (4) award of a contract.

## **C. GENERAL INFORMATION**

### **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 or not 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.

### **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.

### **REQUIRED BONDS AND INSURANCE**

The firm shall provide the School District with the required bonds listed in Project Manual's *Specification Section 00 10 00 - Instructions to Proposers*.

**Bid Security:** A Bid Bond shall be included in the construction proposal envelope. The Bid Bond shall be payable to Douglas County Board of Education in the amount of Five Percent (5%) of the Proposal Amount. Contractor shall honor its proposal for 60 days following the opening of the proposals.

**Performance and Labor & Material Payment Bonds:** The accepted proposer (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 proposal response.

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:

Below is listed the insurance coverage which must be procured by the contractor at his own expense. The contractor agrees to follow instructions indicated in each case:

- **Comprehensive Liability Insurance:**  
Combined single limits including Bodily Injury and Property Damage with limits of \$1,000,000 for each occurrence, personal and advertising injury within a limit of \$1,000,000 per occurrence, and \$2,000,000 general and products/completed operations aggregates. General Liability should include premises/operations coverage and products and completed operations coverage. Policy should include X, C, U (Explosion, Collapse, and Underground Coverage).

- Auto Liability:  
Including Owner, hired, and non-owned vehicles with Combined Single limits including Bodily injury and Property damage of \$1,000,000 for each occurrence.
- Umbrella Excess Liability Insurance:  
Contractor shall carry umbrella excess liability including Auto, General Liability and Workers' Compensation in the amount of \$1,000,000 over existing primary insurance and over self-insured hazards.
- Environment Impairment Liability and/or Pollution Liability:  
\$1,000,000 per occurrence.
- Worker's Compensation:  
As required by law.

All of the above policies must be occurrence based. The Coweta County School System shall be named as an additional insured on all policies. The policies shall contain provisions that the coverage provided by said policies shall be primary to any insurance maintained by the School System. Said insurance shall in fact be primary to any insurance maintained by the School System.

**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.

**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. The contractor shall provide the School System with the required applications listed in Project Manual's *Specification Section 01 29 00 – Payment Procedures*.

**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.



## **D. SELECTION PROCESS**

### **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. The following criteria will be considered in choosing the most highly qualified contractor:

1. Firm History, Financial Information
2. Relevant Experience
3. Project Team
5. Product
6. Project Approach
7. Claims History
8. References
9. Proposal Cost

### **INTERVIEWS**

The firm or firms chosen as a result of the initial 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 Coweta County Board of Education, a modified AIA A101 contract will be executed between the selected firm and the School System.

## **E. PROPOSAL 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. Failure to provide accurate, up-to-date responses to any and all portions of the RFP 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 in order to evaluate each response fairly and in a timely manner.
- The School System may, during the course of 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.
- Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed, it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFP.
- Proposals may be modified or withdrawn by written notice received prior to deadline for receipt of proposals. A proposal also may be withdrawn in person by a proposer or his authorized representative, provided his identity is made known and he signs a receipt for the proposal, but only if the withdrawal is made prior to the deadline set for receipt of proposals.
- The Proposal and the Proposal Cost Form shall be signed by such an officer, member, or person as is duly authorized to bind the contractor to a contract.
- Each respondent shall provide the School System with **six (6)** copies of their proposal.
- Provide a Table of Contents that correlates to each section or subsection. Begin each section and subsection as described herein on a **separate tabbed and labeled 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.
- Submission of a response authorizes the School System to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the School System.



## **F. PROPOSAL SCORING**

### **Firm History & Financial Information**

Briefly describe your firm's organizational structure and history. Include the following information:

- Cover letter [limited to two (2) letter-size pages] at the beginning of the proposal. The cover letter shall include a project title, company information (including name, address, e-mail address, and telephone and fax number), names, email addresses and telephone and fax numbers of persons authorized to provide any clarifications required. The letter should express your organization's commitment to the following topics:
- Why you believe your firm is aptly suited to perform Construction services for the Douglas County School District.
- What specific qualities/attributes you and your firm possess that would enable you to meet the School District's educational specifications and high expectations of service in a superior manner.
- Identify specific instances where other school districts have benefited as a result of your association with their construction program.
- Comment on your firm's qualifications, including general information and brief history of the firm, including a chronology of the firm's origin through its current status and any changes in ownership or locale since its inception.
- Furnish an organizational chart for your firm specifically indicating those who will be involved in this program, the length of time that the current management team has been with the firm and the amount of involvement that senior management will devote to this project.
- Provide a financial statement for the firm, or firms and the annual volume of synthetic turf fields installed.

The financial statement must be within **6 months** of year end, but in no case more than **18 months** old.

Provide a compliance letter from your bonding company showing consent to provide 100% Performance and Payment Bonds for your services as a Contractor.

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. The certificate of insurance should be addressed to the Douglas County School District and be dated within 30 days of the Proposal date.

### **Relevant Experience**

Provide a list of all similar synthetic turf field replacement and latex track projects completed in the past five (5) years with year of completion indicated and specifically **identify the four (4) most recently completed synthetic turf and latex track construction projects on the list and their location**. Include if project is a professional, college, high school or recreational field.

List projects closest to Coweta County, Georgia if applicable.

Include the following more detailed information for the four (4) most recent:

- Project name and location
- General description Synthetic Turf Field (new construction, renovation, field system name or brand, slit film, monofilament, all rubber, or sand and rubber, shock pad, etc...)
- General description Track (new construction, renovation, re-surfacing, surface type)

(polyurethane or latex)

- Owner's name, contact information (email & phone)
- Project delivery method
- Project's original budget and final cost
- Cost saving measures if any accepted by Owner
- Percentage and dollar amount of change orders
- Project start and completion dates
- Scheduled duration vs. actual completion time
- Project architect, landscape architect and/or engineer's contact information

## **Project Team**

Each respondent shall attach a project staffing plan including the following:

- Initial staffing showing the percentage of time each staff member is to be assigned to the project team.
- A one-page resume including education, experience and any other pertinent information shall be included for each team member assigned to the projects.
- A list of relevant projects that each team members has participated in during the past five (5) years. Indicate the team member's title and reference contact for each project.

## **Product**

Does the proposed turf product meet the specifications.

## **Project Approach**

Provide a brief outline and description of your firm's approach for these projects. The description should include, at a minimum, your approach to the following topics:

- Schedule Control
  - Include a schedule for this project including pre and post construction activities.
  - Schedule Recovery
- Budget
  - Change Order Management
- Safety Program
- Quality Control
- Post Completion Activities
- Briefly describe your greatest concern regarding delivery of these four (3) projects.
  - Firm must be aware of complete track replacement at Newnan High School.

## **Claims History**

List all litigations, arbitrations, and mediations in which the firm has been involved in the past five (5) years and indicate the disposition of each such claim, the name of the owner, and the nature of the claim.

## **References**

Provide five (5) references from K-12 school systems that you have worked with in the past that the Coweta County School System can contact to discuss your firm's performance and teamwork. The references requested are for the construction firm only and not individuals within the firm. Contact information including name(s) and phone number must be included for all five required references.

### **Proposal Cost**

Provide a separate sealed envelope for one (1) copy of the *Proposal Cost Form* (Specification Section 00 30 00) which includes: Base Proposal Cost, Unit Prices, and 5% Bid Bond.

## **G. PROPOSAL CHECKLIST**

### **CHECKLIST**

The following items must be completed and submitted with your response in order for your response to be considered:

- Submitted required number of copies of *Proposal*
- Submitted required number of copies of *Cost Proposal Form* in separate envelope from above
- Submitted signed *Certification of Information Provided* (Attachment 2)
- Submitted required Georgia Security and Immigration Compliance Act OCGA 13-10-90 signed by authorized Offeror representative.(Attachment 3)
- Submitted two (2) Samples of green synthetic turf without infill identified by product name
- Submitted two (2) Samples of infill(s) identified by product name(s)
- Submitted two (2) Sample boxes of complete turf system with infill identified by product name. All turf samples shall be approx. 12” x 12” and identified with tag or label.
- Submitted two (2) color charts of all manufacturers available turf colors.
- Submitted two (2) color samples of the latex track system. Samples shall be 12” x 12”.
- Submitted required *Warranty* Information
- Submitted required *Insurance* Policy
- Submitted *Mandatory Testing Requirements* conformance checklist
- Submitted required COLOR plan & field layout with each school’s logo, end zone lettering, etc.. (8.5” x 11” or 11” x 17” paper size maximum)

Blank Page

**Attachment 1**



**COWETA COUNTY SCHOOL SYSTEM**  
**REQUEST FOR**  
**COMPETITIVE SEALED PROPOSALS**  
**Athletic Field / Running Track Renovations for:**  
**Northgate, East Coweta, & Newnan High Schools**

**CERTIFICATION OF INFORMATION PROVIDED**

The information provided herein is accurate to the best of my knowledge and can be accepted by the recipient as a true representation of:

Company Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Douglas County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

**Attachment 4**

**Attachment 5**

**Attachment 6**

**Attachment 7**

