



FULTON SCIENCE ACADEMY
— Private School —

Fulton Science Academy

**Request for Qualifications
(Step I)**

and

**Request for Proposals
(Step II)**

To Provide

Design-Build Services

for

“Fulton Science Academy Alpharetta Campus Phase II Addition”

Alpharetta, Georgia

Solicitation Issue Date: May 31, 2018
Qualifications Packages Due: June 15, 2018

I. REQUEST FOR QUALIFICATIONS

Design-Build Services for “Fulton Science Academy Alpharetta Campus Phase II Addition” Alpharetta, Georgia

The Board of Fulton Science Academy Private School as (“FSA”), (“Owner”), is soliciting statements of qualifications from firms interested in providing design build services for the construction of the project known as “**Fulton Science Academy Alpharetta Campus Phase 2 Addition**” located at 3035 Fanfare Way Alpharetta, 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. FSA 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 (STEP I)

It is envisioned that the Owner will best be served by the employment of the services of a Design-Builder firm (DB) for the project.

Project Background

Fulton Science Academy Private School offers a premier STEAM education to advanced and gifted students in pre-K through high school primarily residing in the North Georgia area to guide them towards reaching their greatest potential.

In 2015, Fulton Science Academy moved to its new building in Alpharetta, Georgia. Three years later, Fulton Science Academy Board decided to proceed with Phase 2 addition to be completed by the Spring of 2020.

Project Description

The project includes design build of main two-story classroom addition of 28,000 GSF, single-story portion of the classroom addition of 3,500 GSF, and single-story addition to the back of the existing stage (cafeteria) of 1,600 GSF. Total gross building area of 33,100 GSF (gross square feet).

Careful attention is called to the fact that the main building (Phase I) will remain open and operational during construction. A detailed proposed phasing and safety plan shall be submitted as part of the proposal. The phasing and safety plan shall be reviewed by the Owner and PM prior to construction and they reserve the right to modify the phasing and safety plan as needed.

Scope of Work for Phase II Addition:

- Design to match existing exterior and interior finishes, such as brick color, window color, flooring, cabinetry, doors, etc.
- All temporary construction phase barriers, fencing, sidewalks, etc. that are necessary to maintain separation of work areas from students, staff, and the public, are included.
- Temporary access/egress accommodations for the existing classrooms, such as temporary doors, stairs, etc. as required for continuing school operations in compliance with all life-safety code requirements.
- New access drive from Fanfare/Art streets, connecting to existing pavement.
- Ancillary items related to the new access drive also includes walls, guardrails, handrails, sidewalks, etc. as required, in addition to the importing of suitable fill soils to be required for the access drive.
- HVAC (including but not limited to new units, controls, branch ductwork, terminal boxes and air distribution)
- Electrical (including but not limited to power distribution, lighting, panel boards, branch circuits, low voltage distribution, fire alarm, emergency generator, etc.)
- Fire protection (Including but not limited to sprinkler distribution, rework based on layout)
- Plumbing (restroom fixture replacement, hot water heaters, water filtration system, new underground, etc.)

Project Budget

The total project budget is estimated at **\$6,500,000**. The final budget may be revised by the Owner due to final programmatic requirements, funding availability or other circumstances. FSA expects that 100% of project cost savings, including contingencies, will be turned over to the Owner at the completion of the project.

Project Schedule

The Design Professional's services are anticipated to commence by Summer/Fall 2018 with construction documents anticipated for completion in Summer/Fall 2020.

2. QUALIFICATIONS REVIEW PROCESS (STEP I)

Selection of the DB will be a two-step process. FSA reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at the discretion of FSA.

Qualifications/Proposal Format and Requirements

Qualifications/Proposal submittals must meet the requirements of this section to be considered. The response to this RFQ/RFP must be complete; partial or incomplete responses will not be considered. Proposers are required to follow the outline below in their response. Responses should be concise, clear and relevant. A table of contents, with corresponding tabs should be included to identify each section. Please include only the information requested in your Qualifications/Proposal submittal.

1. **Letter of Interest** – A letter executed by the principal of the DB firm committing to the requirements specified in the RFQ/RFP. Provide a brief summary of the firm's experience and capabilities in related endeavors and why you are interested in this project. Provide an explanation of what differentiates your team as the best candidate for this project.
2. **Experience** – Provide examples of specific project experience as a DB firm, including experience relevant to this project. Describe three to four roughly equivalent projects that demonstrate the firm's capabilities to perform this project. For each project, the following information should be provided: project name, location, dates during which the project was executed, physical description (square footage, number of stores, site area, etc.), brief description of project services provided by the DB.
3. **Financial Information** – Supply financial and main banking references. List the firm's total annual billings for each of the past three years. The selected DB will be required to provide a 100% performance and payment bond for the entire amount of construction; confirm your ability to meet this requirement and provide your firm's bonding rate for a project of this value.
4. **Construction Management Plan** – Describe your firm's proposed organization for the construction management team including principal, lead designer, project manager, superintendent, cost estimator, etc. who will manage the project. 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, Design Professional and other consultants. This individual's competence, leadership and ability to achieve customer satisfaction will be heavily considered in the selection of the CM for this project.
5. **Claims History** – Please state if in the past five (5) years has any claim that was mediated, arbitrated, or filed in court by or against an Owner that concerns your firm's work on a construction contract resulted in a settlement, judgment, or award against your firm. If yes, please identify all claims that name Contractor as a plaintiff or defendant (both pending and resolved) by providing the project name, date of the claim, name of the entity (or entities) who filed the claim, a brief description of the nature of the claim, the court in which the case was filed including case #, and a brief description of the status of the claim.

Step I- Qualification Ranking, is initiated with this **RFQ**, which is issued for acquiring Statements of Qualifications from prospective DB firms. A selection of finalist firms will be made by a Selection Committee consisting of representatives of the FSA Board Members, Principal, and Owner's representative. The Selection Committee will receive and review Statements of Qualifications submitted in response to this RFQ. Criteria for the evaluation are listed below:

Criteria for evaluation of Statements of Qualifications

20% Factor} Stability of the firm. This shall include the documented financial viability of the firm, the firm's years of successful operation, stability of management structure and Ownership, active litigation and litigation

history, proven ability to consistently gather resources for projects similar to incumbent project in size, type, complexity, and location.

45% Factor} Firm’s relevant project experience and qualifications, including the demonstrated ability of the firm in effective management of design and construction pertaining to renovation of similar size, and function, for Owners similarly-structured organizations. This includes relevant experience and qualifications of the firm’s principal Design Professional, Project Executive, Project Manager, and Superintendent and recent history of collaboration between the Design Professional and Construction team.

35% Factor} Firm’s suitability to provide design-build services for the project, including the firm’s apparent fit to the project type and/or needs of the Owner, any unique qualifications for the project, current and projected workloads, the proximity of office to project location, non-discrimination policies, and record of addressing public safety, environmental concerns, and special services.

Final DB Selection (see #5 of STEP II), will be initiated by invitation to selected finalists to submit Project and Fee Proposals as instructed in the **RFP**. Finalist presentations/interviews will also be conducted by the Owner. The successful DB will be determined from the proposals received and interviews by finalists in the second step.

3. 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 Eastern. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

STEP I (RFQ)		
a. Owner issues public advertisement of RFQ	5/31/18	-----
b. Deadline for submission of written questions and requests for clarification	6/11/18	2:00 PM
c. Deadline for submission of Statements of Qualifications	6/15/18	2:00 PM
d. Owner completes qualification evaluation and determines finalist firms	6/22/18	-----

4. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION (STEP I)

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. Once the submission deadline has passed, all submissions will be final. The Owner reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFQ, RFP, or the project, shall be submitted in writing (e-mail is preferable) to:

Kenan Sener, Principal, e-mail: ksener@fultonscienceacademy.org; facsimile (678) 366-2333.

The deadline for submission of questions relating to the RFQ and 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 answers will be posted on www.fultonscienceacademy.org/construction.*

5. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS (STEP I)

Submit one (1) electronic copy of the complete package in .pdf format to ksener@fultonscienceacademy.org. E-mail responses (file names) must reference **FSA Phase II (DB), the firm’s name, and the word “QUALIFICATIONS.”**

(File Name Example: FSA Phase II (DB), ABC Company, Qualifications)

Statements of Qualifications **must be electronically received by the Owner** prior to the deadline indicated in the Schedule of Events (*Section 3 of RFQ*). Printed copies will not be accepted. A list of firms submitting responsive Statements of Qualifications will be published on the www.fultonscienceacademy.org website within two (2) business days of the deadline for receipt.

II. REQUEST FOR PROPOSALS
(From Qualified Finalists)
Design-Build Services for
“Fulton Science Academy Alpharetta Campus Phase 2 Addition”
Alpharetta, Georgia

To firms who have been issued notification as having been deemed eligible, the Fulton Science Academy Private School (FSA), as “Owner” , issues this Request for Proposals (RFP), for those firms to offer proposals for design-build services for the specific project.

1. CONTRACT INFORMATION (STEP II)

General

The Design-Builder (DB) will be under contract to supply both design services and construction services, to complete the project and place the Owner in occupancy of the project in a “turnkey” fashion. Once a Guaranteed Maximum Price (GMP) is agreed between the Owner and the DB, the DB is “at risk” for project price, project schedule, and completion of all construction as set forth in the Contract Documents. The DB holds all trade contracts and trade supplier contracts. The Owner will designate a Program Manager to represent the Owner in administration of the Project.

Contract Scope during Phases of Project

The Design Builder’s services shall include all Design, Pre-construction, Construction, and Warranty Phase services. The DB will provide comprehensive administration and management of all aspects of the construction of the project and will work in concert with the Owner and Program Manager towards the successful completion of the project on schedule, at or below budgeted costs, meeting or exceeding standards stipulated by the design criteria, and in adherence with standards required by local authorities and other agencies having jurisdiction. It is expected that the DB will undertake such measures as surveys, programming, engineering design, preconstruction, demolition, and construction.

The Design-Build (DB) services shall include a preconstruction/design phase, and a construction phase. During the preconstruction/design phase, the DB will provide cost estimates and cost evaluation, value engineering recommendations, design analysis, constructability reviews and technical input on methods of construction, materials, and details.

DB will be responsible for means & methods of construction, safety programs, quality control, general conditions, prequalification of potential subcontractors and bidding of all work, certification of all work in place required for monthly payment requests, coordination, scheduling of all work associated with all construction contracts and other miscellaneous contracts required for the completion of the project within the predetermined budget and schedule. DB will assist Owner and PM in management and administration of the project except that the Owner shall retain complete contractual control of all prime DB contracts, project funds, and disbursements. The DB shall retain all normal responsibilities for professional design, cost control, schedule and quality assurance including normal construction administration responsibilities.

2. 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 Eastern. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

STEP II (RFP)		
a. Owner issues notice to finalist firms to propose as instructed in RFP	6/22/18	-----
b. Owner conducts Pre-Proposal Site Visit for finalists (meeting location TBD)	6/28/18	10:00 AM
c. Deadline for finalist submission of written questions and requests for clarification <i>(See Section 6. below)</i>	7/3/18	2:00 PM
d. Deadline for submission of Design-Build Proposals	7/10//18	2:00 PM
e. Owner interviews finalist firms and Fee Proposals due	7/13/18	TBA

3. PRE-PROPOSAL SITE VISIT (STEP II)

A pre-proposal site visit will be conducted by the Owner and attendance of finalist firms will be mandatory. The date for the conference and site visit will be **June 28, 2018**. The site visit will convene at **10:00 AM** at 3035 Fanfare Way Alpharetta, GA 30009. Any available additional program information, possibly including some plans and drawings, may be provided at the site visit for finalist review. Access will be granted to classrooms, electrical and mechanical rooms, and related mechanical systems during the site visit.

4. SELECTION PROCESS (STEP II)

FINAL DB 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 **Design-Build Proposals** and **Fee Proposals** as instructed in this **RFP**. **Finalist interviews** will also be conducted by the Owner. The successful DB will be determined from the evaluation of proposals received and interviews.

1. **Project Team** – Provide qualifications and experience of the following key personnel that you are proposing for this project: Principal of the DB firm in charge, Design Executive, Lead Design Professional, Senior Project Manager, Project Manager, Cost Estimating Staff, Construction Superintendent, and Project Engineer. Include resumes of key personnel for both preconstruction and construction services. Highlight professional qualifications and relevant individual experience, focusing on experience on similar projects, and include number of years and types of positions held in the firm.
2. **Schedule** – Respond to the project completion date within the context of the design schedule and occupancy constraints. Describe your general approach to the schedule for this project. Describe your firm’s scheduling systems and how your firm intends to manage the preconstruction and construction schedules. Describe alternatives that may be explored to shorten the proposed schedule.
3. **Design Builder Fee Proposal** – Submit Design Build Fee Proposal (Exhibit A).

Criteria for the evaluation of Design-Build Proposals:

The services being sought under this RFQ/RFP are considered professional in nature. Consequently, the evaluation of the proposals will be based on consideration of the demonstrated qualifications and capabilities of the Proposers that will result in an award that is in the best interest of FSA.

Final Proposal Evaluation Criteria

1. Experience	25 points
2. Project Team	20 points
3. Preconstruction Management Plan	10 points
4. Construction Management Plan	20 points
5. Proposed Schedule	10 points
6. Proposed DB Fee	15 points

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. Once the successful DB and the agreed upon fixed fee have been determined, a DB services contract will be awarded by the Fulton Science Academy Private School Board. The actual Form of Contract will be developed by the Owner. Owner reserves the right to negotiate any and all elements of the bids, if any such action is deemed in the best interest of the Owner.

5. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION, AND EXTENSIONS (STEP II)

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittals for accuracy before submitting. 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 in writing (e-mail is preferable) to:

Kenan Sener, Principal,

The deadline for submission of questions relating to the RFP is the time and date shown in the Schedule of Events (Section 2). 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.

6. INSTRUCTIONS FOR PREPARING FEE PROPOSALS (STEP II)

Fee Proposals will be solicited from the finalists invited to interview. Fee proposals shall be submitted at the conclusion of the interview session in a sealed envelope and shall not include any project proposal information. (See Section 9-*Submittal of Project Proposals and Fee Proposals*). The Design-Builder *Fee Proposal Form, Exhibit "A"*, attached to this RFP, shall be submitted by finalists. **Important – Proposers must attach detailed itemization of Proposed Project Costs and Fees, and any exceptions to the items requested above to the Design-Builder Fee Proposal Form. Proposers shall use itemization format (of their choosing), which fully delineates specific costs, expenses and fees for Preconstruction and Construction phases, and is descriptive of all cost detail including, but not limited to, cost of work, in-construction services, overhead, work by others, and insurance and taxes.**

7. PRESENTATION/ INTERVIEW INFORMATION (STEP II)

Interview Format

The firms selected to make a presentation to, and be interviewed by, the Selection Committee, will be notified within the time outlined in section 2, "Schedule of Events". Each firm will be notified in writing and informed of a place and time for the interview session. The time allotted to each firm for the interview will not exceed 60 minutes to include: 5 minutes for setup, 30 minutes for proposer presentation, 20 minutes for Committee questions, and 5 minutes for knockdown. FSA will have a projector and screen available. All members of the Selection Committee will be present during all of the presentations and interviews.

Interview Requirements

The intent of the formal interview process is to provide the Selection Committee with in-depth information from the DB firm in order to make a final selection of the best-suited firm for the contract award. Firms should focus their presentations on the detailed plan for managing the design and construction, cost, schedule, and quality on the project and any unique characteristics or services the firm offers. All key personnel should be present at the interview including, at a minimum, the lead designer, project superintendent, project manager, and project executive.

8. SUBMITTAL OF PROJECT PROPOSALS AND FEE PROPOSALS (STEP II)

Submit one (1) electronic copy of the complete package in .pdf format to ksener@fultonscienceacademy.org. E-mail responses (file names) must reference the RFP No. **File Name Example: FSA Phase II (DB), ABC Company, and the word "PROPOSAL."**

(File Name Example: FSA Phase II (DB), ABC Company, Proposal)

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

9. ADDITIONAL TERMS AND CONDITIONS (STEP II)

Submittal Costs and Confidentiality

All expenses for preparing and submitting responses to the RFQ/RFP 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.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any 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 RFQ/RFP 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) and in the course of doing so may use ideas expressed in any proposal.

Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Proposal, and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the Request for Proposal 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. With submission of a proposal, the Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Proposer has not directly or indirectly included or solicited any other Proposer to put in a false or insincere proposal; or (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

Design Build Services for Fulton Science Academy Alpharetta Campus Phase 2 Addition

Exhibit A

DESIGN-BUILDER FEE PROPOSAL

(Submit along with a Detailed Itemization)

1. DESIGN FEES

Design Fees. For Design Services provided by Design-Builder as set forth in the General Requirements, Owner shall pay to Design-Builder a Design Fee. Design Fee shall be expressed below as a lump sum and include both design phase & construction contract administration phase services. Preconstruction Fee and Construction Fee in (2.A.) and (2.B.) below do not apply to Design Fees.

Design Fee	(Includes Design Phase & Construction Contract Administration Phase Services)	\$
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2. DESIGN BUILDER'S FEE:

Basis of Fee. The Design-Builder's fee is the amount agreed to by both parties, which is the full amount of compensation due to the Design-Builder as gross profit, and for any and all expenses of the Project not included and identified as a Cost of the Work, provided that the Design-Builder performs all the requirements of the Contract Documents within the time limits established. (See General Requirements of Specimen Contract.) If applicable, the fees and costs should be broken down by each site within the project.

A. PRE-CONSTRUCTION FEE:

Pre-Construction Fee. For the Pre-Construction Phase Services provided by Design-Builder as set forth in the General Requirements, Owner shall pay to Design-Builder a Pre-Construction Fee. Pre-Construction Fee shall be expressed as a percentage (%) of the proposed maximum Labor Costs and Pre-Construction Costs and Expenses associated with the Pre-Construction Phase:

Pre-Construction Fee		%
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B. CONSTRUCTION FEE:

Construction Fee. For the construction services provided by Design-Builder as set forth in the General Requirements, Owner shall pay to Design-Builder a Construction Fee. Construction Fee shall be expressed as a percentage (%) of the Cost of the Work and Overhead Costs and Expenses.

Construction Fee		%
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3. DESIGN BUILDER'S OVERHEAD COSTS AND EXPENSES (Preconstruction and Construction Phase Services):

A. PRE-CONSTRUCTION COSTS

The Design-Builder's Pre-Construction Design Phase Costs: The maximum amount for the Design-Builder's costs associated with the Pre-Construction Phase shall not exceed the following amounts:

		TOTAL
Maximum Labor Costs (other than design services above)	(Detailed Itemization Must Include a Breakdown of Salary and Labor Burden)	\$
Maximum Pre-Construction Costs and Expenses (other than design services above)	(All Other Proposed Construction Overhead Costs Not Reflected Above)	\$
MAXIMUM AMOUNT FOR PRE-CONSTRUCTION LABOR, OVERHEAD COSTS AND EXPENSES		\$

B. CONSTRUCTION COSTS

The Design-Builder's Overhead Costs. The maximum amount for overhead cost is inclusive of all direct and incidental expenses including but not limited to travel, sustenance, reproduction, salaries, wages and field office expenses, and those costs listed in the General Requirements. If authorized by the Owner to proceed with Construction Phase Services, the Design-Builder will execute the work and be reimbursed for the actual costs as defined in the Contract Documents. The Maximum Overhead and Direct Expenses is inclusive of all incidental and direct expenses including but not limited to: travel, sustenance, reproduction, salaries, wages, design and field office expense, bonds, insurance and those costs listed in the Contract Documents and correctly depicted in attached Detailed Itemization.

		TOTAL
Maximum Labor Costs	(Detailed Itemization Must Include a Breakdown of Salary and Labor Burden)	\$
Maximum Other Overhead Costs and Expenses	(All Other Proposed Construction Overhead Costs Not Reflected Above)	\$
MAXIMUM AMOUNT FOR CONSTRUCTION LABOR COSTS, OVERHEAD COSTS AND DIRECT EXPENSES		\$

Important – Proposers must attach detailed itemization of Proposed Project Costs and Fees, and any exceptions to the items requested above to the Design/Build Fee Proposal Form. Itemization format (of their choosing) which fully delineates specific costs, expenses and fees for design, preconstruction and construction phases, and is descriptive of all cost detail including but not limited to cost of work in-construction services, overhead, work by others, and insurance, bonds and taxes. Itemization should include a detailed breakdown of Design Builder's labor burden.

Proposer: _____
(Company name)

Project No: _____

By: _____
(Name)

Date: _____

Title: _____