

FABRIC DEVELOPERS, LLC  
On behalf of the City of Avondale Estates  
REQUEST FOR PROPOSALS  
FOR AVONDALE TOWN GREEN  
CONSTRUCTION SERVICES

**Date Issued: February 15, 2021    Due Date: Tuesday, March 16, 2021**

**Table of Contents**

**SECTION I – PROJECT INFORMATION**

- A. Introduction
- B. Project Description
- C. Project Schedule
- D. Project Team
- E. Scope of Construction Services

**SECTION II – RFP PROCESS**

- A. Rights Reserved
- B. Selection Process/Criteria
- C. Submittal
  - 1. Pre-proposal Meeting and Site Visit
  - 2. Inquiries & Questions
  - 3. Proposals/Deadline

**SECTION III – PROPOSAL**

- A. General Qualifications
  - 1. Proposer Overview
  - 2. General Contractor License
  - 3. Financial Information
  - 4. Relevant Project Experience
  - 5. Insurance and Bond Requirements
  - 6. Schedule Management
  - 7. Quality Assurance/Control
  - 8. Public and Project Safety
  - 9. Cost Control/Project Accounting
  - 10. Value Engineering
- B. Project Team
- C. Project Approach
  - 1. Project Management Plan
  - 2. Other Information

D. Proposal

1. Construction Services Price
2. Proposed Project Duration
3. Pricing Considerations and Conditions

**SECTION IV – EXHIBITS**

Exhibit A – Sample form of Contract

Exhibit B – List of Construction Drawings

Exhibit C – Project Proposal Form (to be completed and returned in submittal)

## SECTION I – PROJECT INFORMATION

### A. Introduction

The City of Avondale Estates has retained Fabric Developers to manage and facilitate the design and construction of a new Town Green for the City of Avondale Estates. Avondale Estates desires to retain the services of a Construction Professional (Contractor) to perform contractor services including construction management services and will work collaboratively with the Developer, Owner’s Representative, Architect and City of Avondale Estates in accordance with the drawings and specifications prepared by Fabric Developers’ design team including SSOE | Stevens & Wilkinson, Site Solutions, and Long Engineering. The delivery approach will be cost of work plus a fee with a guaranteed maximum price. Selection of the contractor is based on the criteria contained in article 2.b.

The contract format will be a modified AIA A102 Standard Form of Agreement between The Owner and Contractor where the Basis of Payment is Cost of Work Plus a Fee with a Guaranteed Maximum Price and modified AIA A201 General Conditions. A draft of each is attached as Exhibit. A.

To qualify for consideration, a firm must be prepared to provide the expertise, resources, and personnel experience in cost management, project control, pre-construction and construction techniques, value-engineering analysis, scheduling and quality assurance throughout the remaining planning and construction phases of the project.

The services to be performed by the Contractor will have as their objective the efficient, economical, and timely delivery of the project by managing the construction of the project within the time and cost limitations and within established quality requirements. The services to be performed during the pre-construction phase and construction phase include working with Owner and Architect in project planning and management of construction until occupancy is achieved.

### B. Project Description

The project scope is defined by the drawings prepared by the Architect as listed in Exhibit B. The project includes but is not limited to: demolition of existing structures, temporary area graded for future mixed use building, road improvements, pavilion, and Town Green landscape and hardscape features.

### C. Project Schedule

The following schedule of events is anticipated.

- |  |                         |
|--|-------------------------|
| 1. Building Permits are anticipated to be obtained by            | 3/1/21                  |
| 2. RFP published   | 2/15/21                 |
| 3. Contractor mandatory pre-proposal meeting on the project site | 2/22/21 (2:00 P.M. EST) |
| 4. Contractor submit all pre-proposal questions by               | 3/01/21 (2:00 P.M. EST) |
| 5. Addendum to be posted to GPR with answers to questions by     | 3/2/21                  |
| 6. RFP responses received  | 3/16/21 (2:00 P.M. EST) |
| 7. Potential interviews between                                  | 3/18/21 and 3/21/21     |
| 8. Potential Award project                                       | 3/22/21                 |

9. Estimated Notice to Proceed	3/24/21
10. Start of Construction	4/5/21
11. Estimated Completion of construction	12/31/21
12. Official project closeout	2/15/22

#### **D. Project Team**

The project team will consist of Fabric Developers, SSOE | Stevens & Wilkinson, Site Solutions, Long Engineering and PDC Solutions is the Owner Representative, as an extension of the developer, to assist with project construction oversight.

The Architect and their consultants are responsible for the design of the project and interpretation of the project scope and design intent throughout the construction process.

#### **E. Scope of Services**

Service of the Contractor will include, but not be limited to:

1. The Contractor shall enter into a Guarantee Maximum Price Plus a Fee contract with the Owner for construction services. The Contractor agrees to furnish all labor, materials, equipment, supervision, services, tools, storage, construction, transportation, shipping, delivery, testing, training, licenses, permits, taxes, fees necessary or reasonably inferable as necessary to carry out and complete in a good, firm, substantial, and workmanlike manner, and to produce the results specified by the Contract Documents and in accordance with the applicable laws, statutes, codes, and orders related to the Project or performance of Contractor ("Applicable Laws") in strict conformity with the Drawings and Specifications entitled.
2. The Contractor shall conduct scheduling and constructability reviews before the commencement of construction and advise the Owner of any finding contrary to the Owner's objectives. The Contractor shall work as a member of a Project Team with the Owner, the Owner Representative, and the Architect to achieve the Owner's program and quality objectives within the Owner's schedule and budget.
3. The Proposer shall acquire all permits and coordinate the payment of all impact fees, and municipal fees as required. The Owner shall pay for all such permits and fees.
4. The Proposer shall provide qualified project manager(s) and superintendent(s) to oversee and coordinate the construction work.
5. The Proposer shall be required to conduct (at a minimum) bi-monthly Owner/Architect/Contractor (O/A/C) meetings which will address quality control, project schedule, cost control and safety. The O/A/C meetings will occur on a regular basis to monitor the construction and budget progress.
6. The Proposer shall coordinate the project completion activities and manage any claims during the warranty period.
7. The Proposer will develop, in consultation with the Owner, the Owner Representative, and the Architect a Detailed Project Schedule. This will include:

- Scheduling and logistics required to achieve all construction components.
  - Schedule means and methods required to complete construction within the Project duration while maintaining proper public safety.
  - Schedule is to be updated and maintained throughout the process. It will be a key discussion at each OAC meeting.
8. The Proposer shall perform other services and requirements as described in the contract documents.

## **SECTION II – RFP PROCESS**

### **A. Rights Reserved**

The RFP does not commit the Owner to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The Owner reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Owner. The Owner may require the Firms selected to participate in negotiations, and to submit pricing, technical information, or other revisions to their proposal as part of the negotiations.

### **B. Selection Process/Criteria**

The Owner will select the Proposer that is the most qualified firm based on the submitted response to this RFP proposal. The most qualified firm will be determined by the selection committee using the criteria for evaluation of proposals.

#### **Selection Committee**

The selection of the contracting firm will be by an evaluation committee consisting of representatives selected by Fabric Developers.

#### **Selection Procedure**

Selection of the Contractor will be a qualification-based process through an evaluation of a written proposal to determine if the proposals met the information requested in Section III of this RFP.

Following receipt of the proposals, the selection committee will review and score each proposal using the Criteria for Evaluation of Proposals. Each firm will be ranked based on the accumulated score of their proposal submission.

#### **Criteria for Evaluation of Proposals-See Section III Proposal for specific information requested**

General Qualifications - 25% Factor  
Proposed Project Team – 30% Factor  
Project Approach – 25% Factor  
Cost Proposal - 20% Factor

Following completion of the initial written proposal evaluations, if deemed necessary by the committee, up to three firms best qualified may be granted an opportunity to appear before the Selection Committee to make an oral presentation and submit to an interview.

Information on the items required and the scoring for the presentation/interview will be provided to the firms selected.

Upon award, the successful contracting firm will be notified and should expect to commence services immediately upon issuance of a Notice to Proceed by the Owner.

### C. Submittal

#### 1. Pre-proposal Meeting and Site Visit

Mandatory Pre-proposal meeting and site visit is scheduled for 2/22/21 at 2:00 p.m. At that time, proposers Any questions related to the RFP may be asked.

#### **Mandatory Pre-Proposal Conference Location/Date/Time:**

**Monday, March 1, 2021, 2021 2:00pm EST**

**On the project site: 70 N. Avondale Road, Avondale Estates, GA 30002.**

**The Site meeting will be conducted outdoors.**

#### 2. Inquiries & Questions

Make all formal inquiries or questions **in writing and via email**. Unwritten inquiries and questions and any verbal responses and/or comments will not be considered. All inquiries must be received by PDC Solutions LLC before 2:00 p.m. on 3/01/21. All written questions will be answered by 5:00 p.m. on 3/02/21.

Direct all inquiries and questions regarding this Request for Proposal **by email** to:

**Gary McGrath-Owner's representative**  
**PDC Solutions LLC**  
[gmcgrath@pdcatl.com](mailto:gmcgrath@pdcatl.com)

#### 3. Proposals/Deadline

All proposals shall be bound individually in 8-1/2 x 11 format. Organize submittal in the order requested in Section II Proposal. In consideration of the reviewer's time, avoid duplicating the information presented in the submittals. **Submit four (4) bound documents and one (1) electronic copy of the proposal no later than 2:00 pm to SSOE | Stevens & Wilkinson on 3/16/21.**

**Bill Clark**  
**SSOE | Stevens & Wilkinson**  
**100 Peachtree Street, NW**  
**Suite 2500**  
**Atlanta, GA 30303**  
[bclark@stevens-wilkinson.com](mailto:bclark@stevens-wilkinson.com)

**Proposals received after that date and time will be rejected.**

### **SECTION III – PROPOSAL**

The Proposer is required to submit all information requested, follow the format closely and keep responses brief, clear, and concise.

#### **A. General Qualifications**

1. Proposer Overview – Proposer’s Name, Address, and Primary Contact for this Proposal.
2. General Contractor’s license – Include a copy of the general contractor’s license and business license.
3. Financial Information – Provide the name of your company’s bonding surety and name/phone/contact of the local agent. Provide a letter from the surety indicating your company’s current bonding capacity and their willingness to bond the work under consideration: Indicate the A.M. Best rating for your company’s surety and its status to do business in Georgia. Contractor must be bondable and provide a bond in the amount of the contract before a Notice to Proceed will be issued.
4. Relevant Project Experience - Provide examples of your experience as a Contractor in constructing facilities of similar nature. Provide a minimum of 3 projects and a maximum of 5 projects. Include the following information for each project: project budget, initial GMP at pre-construction phase, contracted GMP, final project cost (reasons for change - if any), original scheduled completion date and actual completion date, project owner contact or reference.
5. Insurance Requirements – Contractor is to obtain the insurance requirements per the specifications before a Notice to Proceed will be issued.
6. Schedule Management – Describe your company’s scheduling management, methods and techniques which will utilize to be sure the project proceeds as agreed.
7. Quality Assurance/Control – Describe how your company will provide QA and QC. Who is responsible for QA and QC? Does your company have a formal Quality Program?
8. Public Safety – Describe your company’s Safety Program and provide your company’s EMR and OSHA Lost Time Accident Rate for the past 5 years. Who is responsible for safety? What is your company’s policy on drug testing?
9. Cost Control/Project Accounting – Describe your company’s Cost Control and Project Accounting systems, as they would apply to the work under construction.

10. Value Engineering - The Owner will entertain reasonable scope reductions and/or material substitutions in order to reduce project costs. Please describe any scope reduction and identify the costs which are in keeping with the Owner's goals.

**B. Project Team**

Provide an organizational chart showing the lines of responsibility and accountability for the project. Describe your firm's proposed organization for the Avondale Estates Town Green Project. Specifically identify the following and include resumes: Project Executive; Project Manager; Superintendent; Cost Estimator; Other (if applicable). Please identify the individual who will serve as the primary point of contact for the Owner, Architect and project team; Identify how much similar experience each proposed team member has completed on projects with similar scope. Contractor shall certify the teams presented in this RFP shall remain as indicated until project completion, unless agreed to in writing by the Owner.

**B. Project Approach**

1. Project Management Plan – Describe how your company will organize and manage this project. Discuss the major challenges for successful completion and how the Team proposes to approach them. State expectations the Project Team has and a general staffing plan. Clearly identify the personnel and their experience that will fill the staffing plan provided. Include contractor's proposed project construction schedule.
2. Other Information  
Include any additional or supplementary information relevant to this project, including suggestions for delivering the project at the lowest possible cost and on schedule.

**C. Cost Proposal**

We propose the Construction Services as a Guaranteed Maximum Price Plus Fee as synopsisized below with additional details stated in the completed Exhibit C included with the submittal.

1. CONSTRUCTION SERVICES PRICE: Further described in Exhibit C \$ \_\_\_\_\_
  - CONTRACTOR'S Payment and Performance BOND RATE  
(Included in the Construction Services Price): \_\_\_\_\_%
2. Proposed Project Duration from Notice to Proceed \_\_\_\_\_ calendar days
3. Pricing Considerations and Conditions please refer to Exhibit C.