



**REQUEST FOR QUALIFICATIONS (RFQ)
(Step 1)**

And

**REQUEST FOR COMPETITIVE SEALED BIDS (RFP)
(Step 2)**

To Provide

GENERAL CONTRACTOR SERVICES

for

**THE PERMANENT HOME OF
THE MUSEUM SCHOOL OF AVONDALE ESTATES**

Qualifications Due Date and Time:

**February 16, 2012
By 5:00 PM**

Project Number: 12003

I. INTRODUCTION

The Museum School of Avondale Estates (TMS) (“Owner”) is seeking a highly qualified General Contractor (“GC”) to provide professional services to renovate the school’s newly acquired building. The former Forrest Hills Elementary School (923 *Forrest Boulevard, Decatur, GA 30030*) will now be the permanent home of the The Museum School. This project is the first of a multi-phase renovation of the entire 68,000 square foot facility. The initial phase of the project will house Kindergarten through Fifth grade students providing Classrooms, Offices, Media Center, Gymnasium/Cafeteria, Workshops, Conference Rooms, Administration and Staff Support Areas, etc. The initial scope of the project will comprise exterior upgrades/repairs, interior renovations of 37,000 square feet, a new entry, and site work equaling around \$1 Million in construction. Additional work maybe requested to occur at the school’s current location on Covington Highway.

II. SELECTION PROCESS

The intention of this selection process is to provide the Owner with a shortlisted, small group of pre-qualified firms to then submit a bid for the project. The Selection Process for this project shall be comprised of a two-step process: RFQ and RFP. Interested firms shall submit their response to the Request for Qualifications (RFQ). The Selection Committee shall review all responsive submissions and rank the firms based upon the criteria described in this document. The Selection Committee will short list three to five firms to then be asked to respond to the Request for Proposal (RFP). The RFP will be comprised of additional requested information and a sealed, hard bid based upon 100% Construction Documents. The RFP and the Construction Documents will be provided to the short-listed firms upon notification. A mandatory tour of the facility will be conducted for the short-listed firms. It is the intention of the Owner to award the project to the qualifying, responding firm to the RFP with the lowest bid. The Selection Committee shall be comprised of Board of Directors and Facility Committee members of The Museum School.

III. EVALUATION CRITERIA FOR THE RFQ

A. Pass/Fail Criteria

Firms must meet the criteria below. Firms that do not meet these criteria are automatically disqualified from further evaluation.

1. Firm MUST have bonding capacity to provide a payment and performance bond for total cost of work.
2. Firm MUST be able to obtain a “Builder’s Risk Insurance Policy” for the total cost of the work.
3. Firm MUST have a current “Errors and Omissions Insurance Policy.”
4. Firm MUST have a current “Contractor’s Public Liability Insurance Policy” and must be insured in the following amounts: Bodily injury, including death—limits of \$1 million for each incident; Property damage—limits of \$1 million for each incident and \$2 million for the aggregate of operations. (The Owner reserves the right to require additional limits and coverage in the final contract.)
5. Firm MUST have General Construction experience with projects greater than \$1,000,000.

B. Evaluation Criteria

The Selection Committee will evaluate the submittals uniformly based upon the criteria listed in the table below. Each major category of criteria is listed in order of importance. The services being sought under this RFQ are considered construction in nature. Consequently, the evaluation of submittals will be based upon consideration of the demonstrated qualifications and capabilities of the offerors.

Major Category	Criteria
<p>Key Personnel who will be assigned to this project with Relevant Experience</p> <p>(POINT VALUE = 30)(3*Evaluation Score)</p>	<ul style="list-style-type: none"> • It is the intention of this criterion to understand the actual persons who will be working on this project and not just resources within the firm. • Provide specific, relevant projects of which the following individuals played a significant role and describe their specific role on those projects: • Depth of resources with experience and ability, qualified and available for Project Superintendent role. • Depth of resources with experience and ability, qualified and available for Project Manager role. • Depth of resources with experience and ability, qualified and available for Project Executive role.
<p>Firm's relevant project experience</p> <p>(POINT VALUE = 25)(2.5*ES)</p>	<ul style="list-style-type: none"> • Firm's experience with similar projects that include: <ul style="list-style-type: none"> ○ K-8 School Construction ○ Institutional Renovations ○ Projects for Dekalb county ○ Sustainability • Limit to Five (5) projects
<p>Prior Performance</p> <p>(POINT VALUE = 20)(2*ES)</p>	<ul style="list-style-type: none"> • Firm's ability to successfully deliver projects to their clients • Letters of Recommendation • References with up-to-date contact information • Firm's litigation record
<p>Financial Information</p> <p>(POINT VALUE = 15)(1.5*ES)</p>	<ul style="list-style-type: none"> • Firm's financial stability • Additional financial information will be requested from the short-listed firms.
<p>Statement of Why the Firm Should be Selected</p> <p>(POINT VALUE = 10) (1*ES)</p>	<ul style="list-style-type: none"> • Firm's unique ability to provide General Construction services for this specific project. • What separates your firm from others?

<u>Score</u>	<u>Evaluation</u>
10	Excellent -- The response is innovative, comprehensive, and complete in all details, meets all requirements and objectives without gold plating.
8-9	Very good -- The response is a substantial response in clearly definable detail, meets all critical requirements.
5-7	Good -- The response generally meets minimum requirements.
3-4	Fair -- The response lacks essential information to substantiate the data presented.
1-2	Poor -- The response shows a lack of understanding of requirements or omissions in major areas.
0	Unacceptable

Only those firms shortlisted by the Selection Committee will be invited to submit a RFP. The Selection Committee will shortlist between three to five firms.

IV. GENERAL REQUIREMENTS

During the construction phase, the GC will provide comprehensive administration and management of all aspects of the construction of the project and will work in concert with the Owner, the Owner's Program Manager, and the Owner's Design Professionals (Architect: Lord, Aeck & Sargent) toward the successful completion of the project on schedule, on budget, meeting the standards stipulated by the Construction Documents, and in adherence with standards required by local authorities and other agencies having jurisdiction. The GC will be responsible for methods of construction, safety, and the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its bid price and schedule.

V. PROPOSED SELECTION AND PROJECT SCHEDULE/MILESTONES:

The Owner reserves the right to adjust scheduled dates as needed.

- **February 16, 2012: RFQ Due**
- **February 23, 2012: Announce GC Short-list**
- **February 28, 2012: Mandatory Site Walk-Through with Short-listed GC firms**
- **March 15, 2012: RFP Due and Public Bid Opening**
- **April 2, 2012: Begin Construction**
- **July 2, 2012: Substantial Completion/Certificate of Occupancy**
- **July 16, 2012: Construction Complete**
- **August 06, 2012: First day of school**

VI. QUALIFICATION SUBMITTALS

Organize the RFQ response around the Evaluation Criteria in the chart under Section III.

Provide concise, but adequate responses to all listed items in order to give the Selection Committee a complete understanding of the submitting firm. The following items describe in greater detail criteria to be included in the RFQ response:

1. Submittals shall consist of one (1) signed original and twelve (12) complete copies.
2. Proposals shall be limited to no more than twenty (20) letter-sized, double-sided pages. Proposals shall be put together such that the entire proposal shall be easily recyclable. No binders.
3. Provide description and list references (current address and telephone number) of projects of similar size and scope in which the firm was the GC.
4. Sustainability is one of the Core Values of The Museum School. TMS is looking to select GC's with a track record of Sustainable Construction. Describe the firm's Sustainable philosophy and how that has been implemented on other projects. Describe the firm's experience with Sustainable measuring programs such as LEED.
5. Describe how your firm would encourage participation by local contractors/vendors and Women/Minority Owned Businesses.
6. A letter of Bondability (not included as one of the 20 pages).
7. Financial statement, including total annual billings for the past 3 years (not included as one of the 20 pages)

VII. RFQ INSTRUCTIONS:

Submittal packages should be mailed or otherwise hand delivered to the address below so as to arrive not later than **5:00 pm on February 16, 2012.**

Mailing/Delivery Address:

The Museum School of Avondale Estates
Attn: Josh Andrews, AIA
Board of Directors, Facility Chair
3191 Covington Highway
Avondale Estates, GA 30002

VIII. COST OF RFQ/RFP PREPARATION

The cost for preparing submittals in response to the RFQ/RFP is the sole responsibility of the responding firms. The Owner will not provide reimbursement for such costs.

IX. MISCELLANEOUS PROVISIONS

Form of Contract:

A similar contract as used by DeKalb County School System shall be used for the Owner/Contractor Agreement. The Contract will be between TMS and the GC.

Contact Information:

The point of contact for all questions related to this selection process shall be:

Josh R. Andrews, AIA. josh.andrews@themuseumschool.org.

Restriction of Communication:

From the issue date of this (RFQ/RFP) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate for any reason with any members of the Selection Committee, The Museum School, or the Architect, except for submission of questions as instructed in the RFQ and RFP. For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

Drawings:

Schematic level drawings/images can be downloaded from The Museum School's website. The file "120119_drawings.pdf" contain a site plan, a rendering of the new entry, and floor plans for the Phase 1 and 2 of the project. Short-listed firms will be provided with 100% Construction Documents for bidding.

Addendum:

Any Addendum/Addenda to this RFQ shall be posted to the TMS website no later than **February 9, 2012**. If issued, all responding firms shall be expected to incorporate any addendum/addenda issued.

Questions:

All questions shall be submitted to Josh Andrews via email above. The cut-off for all questions shall be **6:00 pm on February 7, 2012**. All submitted questions shall be answered and posted on TMS's website by **February 10, 2012**. All questions shall be answered in this manner. No questions will be answered via phone. All questions shall be answered to the entire list of interested firms

In order to get updates on the selection process, email contact information to Josh Andrews per email above upon downloading this document and check The Museum School's website regularly.

End of RFQ