

# Request for Proposal (RFP)

Request for Proposal (RFP)

to provide

Construction Professional Services (CP)

For

Dodge County School District

## **Seal Coating of Dodge County School District Campuses**

Copies of the RFP are available by e-mailing a request for the RFP to:

CP RFP

Attention: Mr. Brad Bowen

Director of Maintenance and Facilities

Dodge County School District

720 College Street

Eastman, Georgia 31023

Phone: (478) 374-3783

E-mail: [bbowen@dodge.k12.ga.us](mailto:bbowen@dodge.k12.ga.us)

### **OWNER:**

**Dodge County School District**

**720 College Street**

**Eastman, Georgia 31023**

**The Dodge County Board of Education reserves the right to reject any and all proposals and to waive technicalities**

**Solicitation Issue Date: April 20, 2022**

**Proposal Packages Due: May 24, 2022**

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**REQUEST FOR PROPOSAL**  
**Paving of Dodge County School District Campuses**  
**Eastman, Georgia 31023**

The Dodge County Board of Education (DCBOE) (Owner), is soliciting proposals from Construction Professionals/firms interested in providing Construction Professional (CP) services for the **Sealcoating of Dodge County School District Campuses, Eastman, Georgia except for Dodge County Middle School**. This Request for Proposals (RFP) seeks to identify potential providers of the above mentioned services. All respondents to this RFP are subject to instructions communicated in this document, and are cautioned to completely review the entire RFP and follow instructions carefully. The Owner reserves the right to reject any proposals, and to waive technicalities and informalities at their discretion.

**1. GENERAL PROJECT INFORMATION**

Project Description: Refer to Exhibit A for the "Project Description/Scope of Work".

**Project Schedule**

The selection of the CP is anticipated to be finalized in June 13, 2022.

**2. CONSTRUCTION PROFESSIONAL SERVICES REQUIREMENTS**

The CP will be expected to work collaboratively with the Design Professional (if any) to provide preconstruction services which may include, without limitation, technical review, cost verification, cost evaluation, value engineering, schedule development, and schedule evaluation, in addition to management of the construction. In addition, the CP 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 predetermined budget and schedule. The successful CP will be required to work collaboratively with the Owner's consultants (if any).

**3. CONTRACT INFORMATION**

The contract format will be a stipulated sum not to exceed the SCL Agreement. The contract may have liquidated damages.

**Form of Agreement**

The agreement between the Owner and the CP shall be a modified "AIA Document A101-2017-current edition - Standard Form of Agreement between Owner and Contractor where the basis of payment is a stipulated sum, along with the Owner's modifications. The General Conditions for the project shall be as described in a modified "AIA Document A201-2017 - General Conditions of the Contract for Construction", along with the Owner's modifications and Supplementary Conditions (if any). The General Requirements of the CP contract and general conditions are not open for negotiation.

**4. SELECTION PROCESS**

Selection of the CP will be a qualification/fee proposal evaluation process. Selection of the CP will be a two-step process. The first step will be a qualification-based process, which will result in two (2) to five (5) firms being selected for the second step. The second step will be an interview and negotiation based process beginning with the top ranked firm.

**5. SCHEDULE OF EVENTS**

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated will be current standard time in Eastman, Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

**RFP Estimated Time Line:**

<b>Items:</b>	<b>Dates:</b>
Owner issues public/website advertisement of RFP:	4/20/2022
Mandatory Pre-Submittal Meeting	5/5/2022

Deadline for written questions/request for clarification (see Section 7)	5/16/2022
Deadline for submission of Proposal	5/24/2022 at 10 AM Eastern Time
Opening of Proposals	5/24/2022 at 12 PM Eastern Time
Owner completes evaluation, and issues notification to finalist firms:	5/26/2022
Committee interview finalist firms:	5/31/2022
Board approval of CP selected:	6/13/2022

## 6. MANDATORY PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be conducted by the Owner, and attendance of finalist firms is mandatory. The Conference shall be held at the Dodge County Board of Education Office, located at 720 College Street, Eastman Georgia 31023. The date for the conference and site visit will be as listed above. ***The Owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the conference by the scheduled start time. Failure to attend a mandatory conference will automatically result in disqualification from the selection process.***

## 7. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Questions about any aspect of the RFP, or the project, shall be submitted in writing (**e-mail only**) to:

[Mr. Brad Bowen: [bbowen@dodge.k12.ga.us](mailto:bbowen@dodge.k12.ga.us)]

The deadlines for submission of questions relating to the RFP are the times and dates shown in the (Schedule of Events- Section 5). **All relevant questions and requests for clarification received by the Owner and the corresponding responses will be posted on the Owner's website and will be distributed by the Owner to those who requested Documents through May 16, 2022, as an addendum to the original solicitation for services.** From the issue date of this solicitation until a successful proposer is selected and the selection is announced, respondents are not allowed to communicate for any reason with any members or employees of the Owner except for submission of questions as instructed in the RFP, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner shall reserve the right to reject the proposal of the offending proposer.

## 8. STEP 1: SUBMITTAL REVIEW PROCESS

### Proposal Review

This RFP is issued for the purpose of acquiring Proposals from prospective CPs. A selection will be made by a Selection Committee consisting of representatives of the Owner. The Selection Committee will receive, and review Proposals submitted in response to this RFP. To be deemed eligible for evaluation, firms must meet the following minimum qualifications:

#### Minimum Qualifications required (evaluated on a pass/fail basis by the selection committee)

- The firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
- Bids must be accompanied by a bid bond in the amount not less than 5% of the Base Bid. No other form of security will be accepted. Both a "Class A" Performance Bond and Payment Bond will be required in the amount equal to 100% of the Contract price.
- Firm must provide performance and payment bonding capacity, as required by Georgia law.
- Firm must have a current Contractor's Public Liability Insurance policy and must be insurable in at least the following amounts: Bodily injury, including death- limits of \$1,000,000 for each accident. Property damage- limits of \$2,000,000 for each accident and \$10,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual contract.) Provide your current insurance certificate.
- Firms must have all necessary, valid and current licenses to do business in the State of Georgia. Provide a copy of your GC license, business license and Georgia Certificate of Existence.
- Firm must demonstrate sufficient cash flow to undertake the project as evidenced by a current ratio (current assets/current liabilities) of 1.0 or higher.
- The firm must demonstrate a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rate (EMR) over the past three years of 1.2 or less.
- The firm or its principals have not been terminated for cause or currently in default on any public works contract.

The firms must provide a sworn statement attesting to compliance with the minimum criteria listed above and provide supporting documentation as requested further in the process in accordance with deliverable (A) A-1 below in this RFP.

The Selection Committee will then evaluate the submittals which have met the above minimum qualifications. Criteria for the evaluation are listed below:

#### Criteria for Evaluation of Submittal

- 10% Factor:** Stability of the firm, including the firm's corporate history, resources, form of ownership, litigation history, financials, etc.
- 20% Factor:** Firm's relevant project Experience and Qualifications, including the demonstrated ability of firm in effective management of construction of facilities comparable in complexity and function, for public owners.
- 20% Factor:** Firm's Suitability to provide services for project, including the firm's apparent fit to the project type, delivery method, any unique qualifications for the project, current and projected workloads, describe your firm's plan for competitively selecting subcontractors. Additional factors for a firm's suitability will include the construction manager's office location/proximity to the project, and current/recent project workload.
- 20% Factor:** Proposed Project Team's Relevant Experience and Qualifications: Experience of the project manager and superintendent on completed projects of similar type, and complexity; Assigned team's experience with effective budget and schedule control plans for this project; Provide information regarding percentage of the primary team member's time will be committed to this project.
- 10% Factor:** Quality of Proposed Construction Plan: The firm's cost and schedule management plans; Firm's approach for managing changes within the stated cost and schedule limitations; The firm's quality

assurance program and plan; The firm's close-out plan; The firm's work force plan; The firm's safety plan and site logistics plan for proposed project.

20% Factor      Total Cost of the Project

\*\*\*\*\* Please see Exhibit C for Rubric

## 9. INSTRUCTIONS FOR PREPARING SUBMITTAL

Each submittal shall be identical and include a transmittal letter. Submittals must be typed on standard (8- 1/2" x 11") paper. The pages must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to forty (40) double-sided pages or less using a minimum of an 11-point font. Any exhibits, affidavits or other enclosure information called for may be included in an appendix and will not count toward the limit. Tab sheets also do not count toward limit. Each submittal shall be prepared simply and economically, providing straightforward, concise delineation of respondent's capabilities. Emphasis must be on completeness, relevance, and clarity to content.

To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. **The content of all Proposals must be categorized and numbered as outlined below and be responsive to all requested information:**

### PROPOSAL

#### A. Stability

- A1- Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, include information about the parent company and branch office separately. Identify the office from which project will be managed and proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. For joint venture entities that have not undertaken at least two projects together, each firm should submit its proposal separately. Joint submittals are Subject to the same submittal page limit.
- A2- Briefly describe the history of your firm(s). Provide general information about the firm's establishment, personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices that will be directly involved with this Project.
- A3- Please disclose whether or not the firm has been involved in any litigation with an Owner or Architects during the past five (5) years. List any active or pending litigation and provide a thorough explanation of its scope. List any claims against your firm or against Owners where your firm is named.
- A4- List the firm's annual average gross revenue for each of the past 5 years. Supply main financial and banking references.
- A5- Please provide information as to whether or not your firm has ever been removed from a contract for cause OR failed to complete a contract as awarded?
- A6- The firm, in order to be deemed eligible for further evaluation, will issue the following statement asserting that the firm meets the minimum qualifications required for this project (supporting information is requested and can be included as an Appendix in the Proposal). The SIGNED statement shall read as follows:
- a. We certify our firm, or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
  - b. We certify that our firm has sufficient bonding capacity for anticipated total cost of work. Provide a letter or other supporting documentation from a bonding company indicating the firm's capacity to bond the project.
  - c. We certify our firm has a current Contractor's Public Liability Insurance policy, and our firm is insurable in the following amounts: Bodily injury, including death limits of \$1,000,000 for each accident. Property damage- limits of \$2,000,000 for each accident and \$10,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual

contract.) Provide your current insurance certificate.

- d. We certify our firm has all necessary, valid and current licenses to do business in the State of Georgia. Provide a copy of your GC license, business license and Georgia Certificate of Existence.
- e. We certify we have sufficient cash flow to undertake the project as evidenced by a current ratio (current assets/current liabilities) of 1.0 or higher.
- f. We certify a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rate (EMR) over the past three years of 1.2 or less. Firm must provide a letter or other supporting documentation.
- g. We certify the firm, or its principals have not been terminated for cause or are currently in default on any public works contract.

## **B. Experience and Qualifications**

B1- Provide information on the firm's experience on projects of similar function, and complexity (similar type of construction). Describe 3-5 projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project. For each project, provide the following information:

- a. Project name, location and dates during which services were performed.
- b. Brief description of project and physical description (delivery method, cost, square footage, number of stories, type of foundation, structural system, envelope, site area).
- c. Services performed by your firm.
- d. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
- e. Owner/Architect contact information.
- f. Explanation as to how the highlighted project relates to the current Project being considered. If the firm has multiple offices, indicate the office responsible for each highlighted project

## **C. Statement of Suitability**

C1- Provide any information that may serve to differentiate your firm from other firms regarding suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of main office to project location, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.

C2- Provide information on any special services, such as BIM capabilities, LEED Certification, and Georgia Peach Green Certification, offered by the firm that may be relevant and available for this project.

## **D. Qualifications and Experience of Proposed Project Team**

D1- Describe your firm's proposed organization for the construction team including, project executive, project director, project manager, superintendent, cost estimator, etc., who will manage the project. Please designate the specific individuals to fill the following key roles on your team:

- a. Superintendent(s)
- b. Project Manager
- c. Project Executive / Project Director
- d. Cost Estimator
- e. Other (please describe, if applicable)

D2- Please provide, for each of the above personnel, current resume listing relevant project experience, percentage of the person's time to be committed to this project, current and projected workloads, and his/her office location in relation to project location.

D3- Please 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, the Architect, and other consultants. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. Provide information on his/her current and projected workloads, and his/her office location in relation to project location. This individual's competence, his/her leadership, location, and his/her ability to achieve customer satisfaction will be heavily considered in the selection of a construction management firm.



D4- Provide an organizational chart showing the lines of responsibility and accountability for your team and proposed sub-consultants. If a joint venture, identify responsibility relationships, where there may be past experience at such relationships, and levels of experience.

D5- Provide examples of your recent experience as CP in constructing facilities similar to this project, including the following information:

- a. Provide photographs of similar projects your firm/team completed in the past five (5) years.
- b. Provide a written reference from the Architect/Owner (with current contact information) familiar with your performance on each of the above projects. Provide a Program Manager reference (if applicable).
- c. List the individuals who served as the Project Executive/Director, Project Manager, Superintendent, and Cost Estimator on the projects. Please note whether these individuals are still employed with your firm.
- d. Indicate those projects where an architect, engineering consultant, and CP served a corporate or public client as a team.
- e. Provide information about the two most recent similar projects your firm has completed. Include the total quantity of change orders and net total cost increase of change orders to the project. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of an Owner's representative (with a current phone number) who is most familiar with your performance on the project.

#### **E. Management Plan**

E1- With regard to your firm's expected role in the project, please provide:

- a statement of your definition of the role,
- Your anticipated level of management responsibility and accountability for project concerns.

E1.1 Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the Architect, Owner, and other stakeholders as applicable.

E1.2 Describe your procedures for routine solving of complex project issues without compromising your team commitments.

E1.3 Provide your proposed methods and plans of communication.

E2- Describe your firm's approach to providing pre-construction services on this project.

E3- Provide your cost management plan for controlling costs on this project within the GMP during construction. Describe your systems and procedures for controlling costs during construction.

E4- Provide your change order management plan for managing cost and schedule exposures within the stated limitations.

E5- Provide your procurement and workforce plan including details on your plan to assure local CP opportunity. Describe how your firm intends to arrange the construction into bid packages in order to maintain The Owner's schedule and budget objectives.

E6- Provide your schedule management plan for this project during construction. Describe systems and procedures your firm uses to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.

E7- Provide your closeout management plan for this project. Describe your systems and procedures for your closeout plan.

E8- Provide your quality assurance plan for this project. Describe your firm's approach for validating compliance with the construction documents. Explain your process for ensuring quality workmanship.

E9- Provide your safety and site logistics plan for this project. Describe your plan for working around existing operations and for site access. Provide your accident incident rate for the past three (3) years, using the following formula: Incident Rate = # of Injuries x (200,000) / # Total Man Hours.

E10- Provide your plan for applying any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

#### **10. SUBMITTAL OF FEE PROPOSALS**

Fee Proposals must be submitted separately, in a sealed envelope, with the Proposal. **Firms must use the attached "Fee Proposal" forms (Exhibit C, attachment A, & B) for their fee proposal.** Understand that this proposal constitutes a starting point for negotiation toward an eventual agreement on fees. The submitted fees will be evaluated concurrently with the Proposal.

#### **11. SUBMITTAL OF PROPOSAL AND FEE PROPOSAL**

All responses must be sealed in an opaque envelope or box, and reference to the **Dodge County School District, Eastman, Georgia** on envelopes or boxes and addressed to the addresses below. Proposals must be physically received by the Owner prior to the deadline indicated in the Schedule of Events (Section 5 of RFP) at the exact address below:

Proposers should deliver **nine (9) hard copies and one (1) electronic copy** (.pdf format on a CD Rom) of their Proposal submittal, and the same of the separate sealed fee submittal to:

**Dodge County Board of Education  
ATTN: Brad Bowen  
720 College Street  
Eastman, Georgia 31023**

It is the sole responsibility of the Proposers to assure delivery to the noted locations by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No Proposal submittals will be accepted after the time stipulated above. Proposal submittals will not be accepted via facsimile or e-mail.

It is the responsibility of the Proposers to examine the entire Request, seek clarification in writing, and review their proposal for accuracy before submitting a response. Once the deadline has passed, all submittals will be final.

All expenses for preparing and submitting responses 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. Labeling information provided in submittals "proprietary" or "confidential" or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

#### **12. STEP II: INTERVIEW AND FEE NEGOTIATION PROCESS (for Finalists only).**

Step II- CP Selection, will be initiated by invitation to the qualified finalists by the Selection Committee (determined in Step I from evaluation of Proposal) for interviews to be conducted by the Owner. The successful CP will be determined from the interview evaluation and a successful fee negotiation process.

### **13. PRESENTATION/ INTERVIEW INFORMATION**

#### **Interview Format**

Firms selected to make presentations shall be notified by the Invitation to Interview letter issued by the Selection Committee or Architect. The Invitation to Interview letter shall designate a place and time for the interview session. The Invitation letter will specify the manner in which the presentations will be conducted.

Electronic presentations, such as PowerPoint presentations, are allowed but may not comprise more than 20 minutes of the 30 minute presentation. The Owner will have a screen available in the interview room. Nevertheless, presenters must be prepared with their own projector and computer. The presentation may include flip charts, boards, or any other media the CP may need to communicate their abilities, along with the oral presentation.

The interviews may be conducted by the members of the Dodge County Board of Education, the Superintendent, and invited attendees of the Board's discretion. Each interviewer will grade and judge the firms to determine the top ranked firm. Firms are encouraged to briefly describe their general company history and any other information that is relevant to the presentation. All key personnel should be present at the interview, including at a minimum, the project superintendent, project manager and project executive.

#### **Interview Requirements**

The primary intent of the formal interview process is to provide the Board of Education with in-depth and clarifying information about the firm. Information provided should assist the Board of Education in making an informed decision as to the proposer best suited for the work.

Firms should focus their presentations on:

- Describing their detailed plan for managing the construction, cost, schedule, and quality on the project; and
- Unique characteristics or services the firm offers; and,
- Firm's concepts or plans for the division of the project into separate packages for award.

### **14. FINAL EVALUATION AND SELECTION**

Upon completion of the evaluation of RFP submittal, proposers will be ranked in descending order of recommendation. In the event a satisfactory fee cannot be reached with the highest-ranking firm, the Owner will formally terminate the negotiations in writing and begin negotiation with the second highest-ranking firm, and so on until a mutually agreed upon fee is established. Once the successful CP and the agreed upon fee have been determined, a CP services contract will be awarded by the Owner.

### **15. ADDITIONAL TERMS AND CONDITIONS**

#### **Deadlines**

The deadline for submission of questions relative to the RFP is the time and date shown in the Schedule of Events (Section 5). 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.

#### **Confidentiality**

Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

#### **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 Request for Proposal 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) to determine if a mutually acceptable contract may be reached.

- Any contract awarded will include the required provision of O.C.G.A. 20-2-506. In addition, a termination for convenience provision will be included.
- The requirements of this RFP and proposal submitted in response, as agreed to by the Dodge County Board of Education, shall be incorporated into the contract for services.
- Respondents to this RFP agree to waive any claims they have or may have against the Owner, its employees, agents, members, representatives and legal counsel, arising out of or in connection with the: (1) administration, evaluation, recommendation or selection of any proposal; (2) waiver of any representations under the proposal or documents; (3) approval or rejection of any proposal; and (4) award of a contract.

#### **Reciprocal Preference Law**

Pursuant to O.C.G.A. 13-10-3, for the purpose of determining residency, a Georgia resident business shall include:

- (1) Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal
- (2) (Or) a new business that is domiciled in Georgia which regularly maintains a place from which business is physically conducted in Georgia (provided) that a place of business shall not include a post office box, site trailer or temporary structure.

Whenever the state contracts for public works construction, materialmen, CPs, builders, architects, engineers and laborers resident in the State of Georgia are to be granted the same preference over materialmen, CPs, builders, architects, engineers and laborers resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other states.

#### **Joint-Venture Proposals**

The Owner does not desire to enter into "joint-venture" agreements with multiple firms. In the event two or more firms desire to "team up" it is strongly recommended that one incorporated firm propose and maintain status as the contracted lead firm with the remaining firms participating as major consultants to the lead firm.

#### **Immigration Reform Compliance Requirement.**

The successful Proposer will be required to certify compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et seq., by meeting or having complied with one of the (2) following provisions and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01:

- 1) The CP warrants that CP has complied with the Immigration Reform and Control Act of 1986 and the Georgia Security and Immigration Compliance Act by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees;
- 2) The successful proposer shall comply with the stipulations cited in Security and Immigration Compliance Act OCGA 13-10-91. with respect to the proper federal authorizations regarding the right to work for subcontractors and CPs.

#### **E-Verify: CP Affidavit under O.C.G.A. § 13-10-91(b)(1)**

The successful Proposer will be required to submit an Affidavit verifying its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the firm or corporation which is engaged in the performance of services on behalf of the Dodge County Board of Education has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the CP will continue to use the federal work authorization program throughout the contract period and will contract for the physical performance of services in satisfactory of such contract only with subcontractors who present an affidavit to the CP with the information required by O.C.G.A. § 13-10-91(b). The affidavit shall include the CP's Federal Work Authorization User Identification Number and date of authorization.

**Statement of Agreement**

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Proposal (RFP), and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the RFP 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 in the therein.

## **EXHIBIT A**

### **Paving of Dodge County School District Campuses Eastman, Georgia 31023\***

Project may include, but not limited to (all information herein subject to change):

Dodge County School District is seeking a qualified firm to complete the following projects: sealcoat, pothole repair, crack filling/sealing, oil spot priming, curb repair, and traffic marking/line striping at all existing paved parking lots on the campuses of Dodge County School District except for Dodge County Middle School.

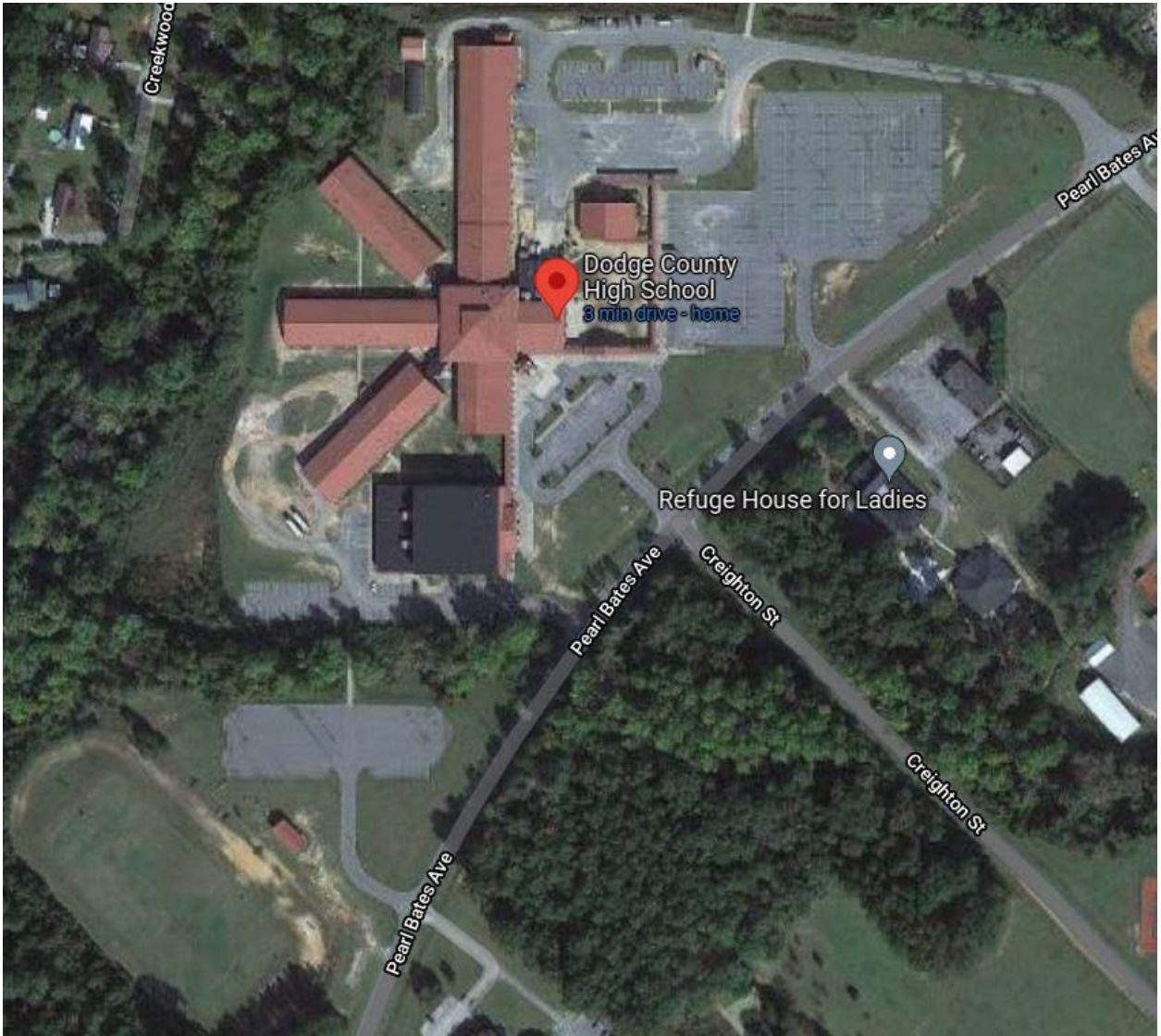
#### **RENOVATIONS / MODIFICATIONS**

The following are the specifications for repaving the surfaces at all Dodge County School District Locations except Dodge County Middle School:

1. Sealcoat Parking Lots at Each Location
2. Pothole Repair at Each Location (if needed)
3. Oil Spot Priming at Each Location
4. Traffic Markings, Line Striping, and numeric stenciling at Each Location
5. Crack Filling/Sealing
6. Curb Repair

\*\* Scope of work is subject to change, as the budget dictates, including work to other buildings on campus.

Dodge County High School  
350 Pearl Bates Ave.  
Eastman, Ga. 31023

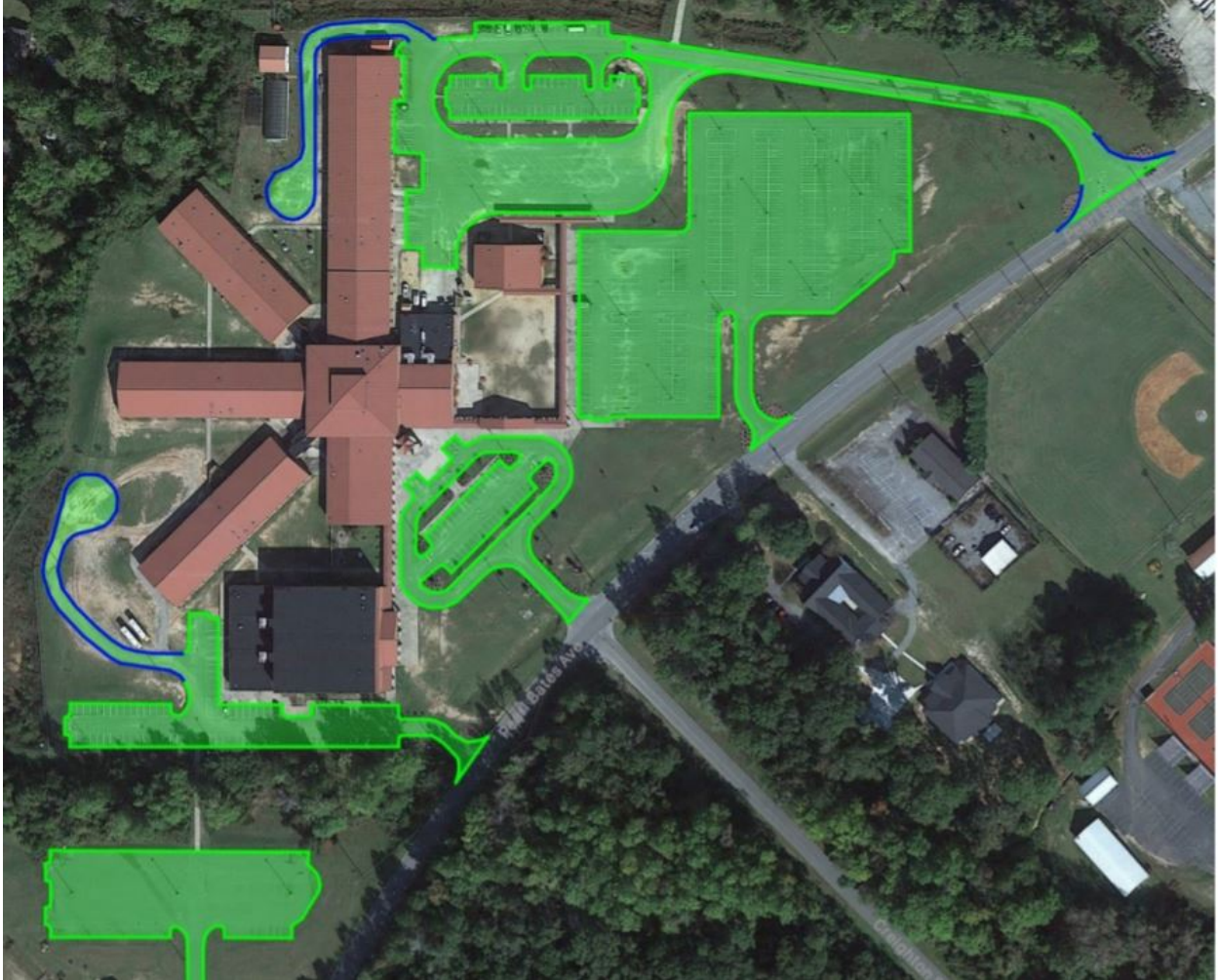




The numbers indicate the potholes found at Dodge County High School.

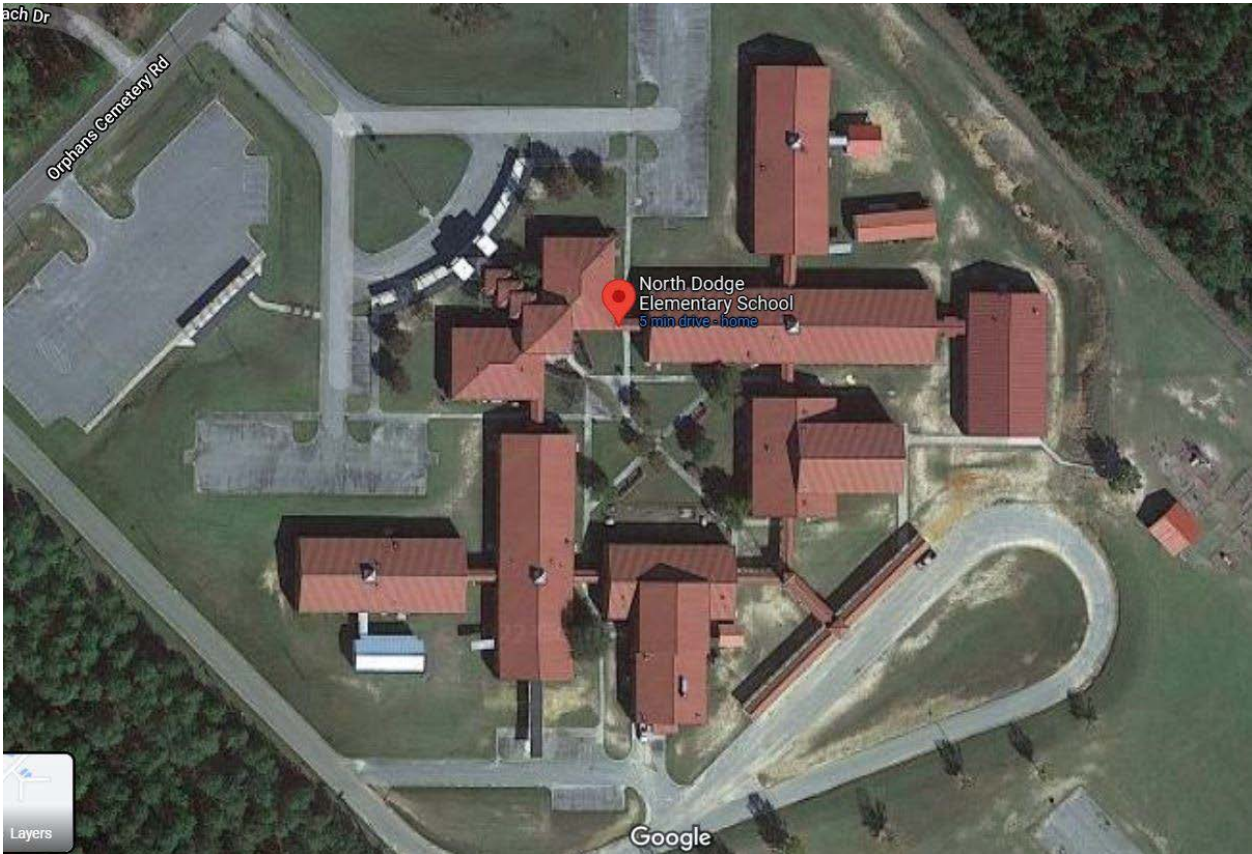
Addendum: Please include Lines and Zones.





The green areas are the parking lots that will need to be seal coated.

**North Dodge Elementary School**  
**167 Orphans Cemetery Rd.**  
**Eastman, Ga. 31023**

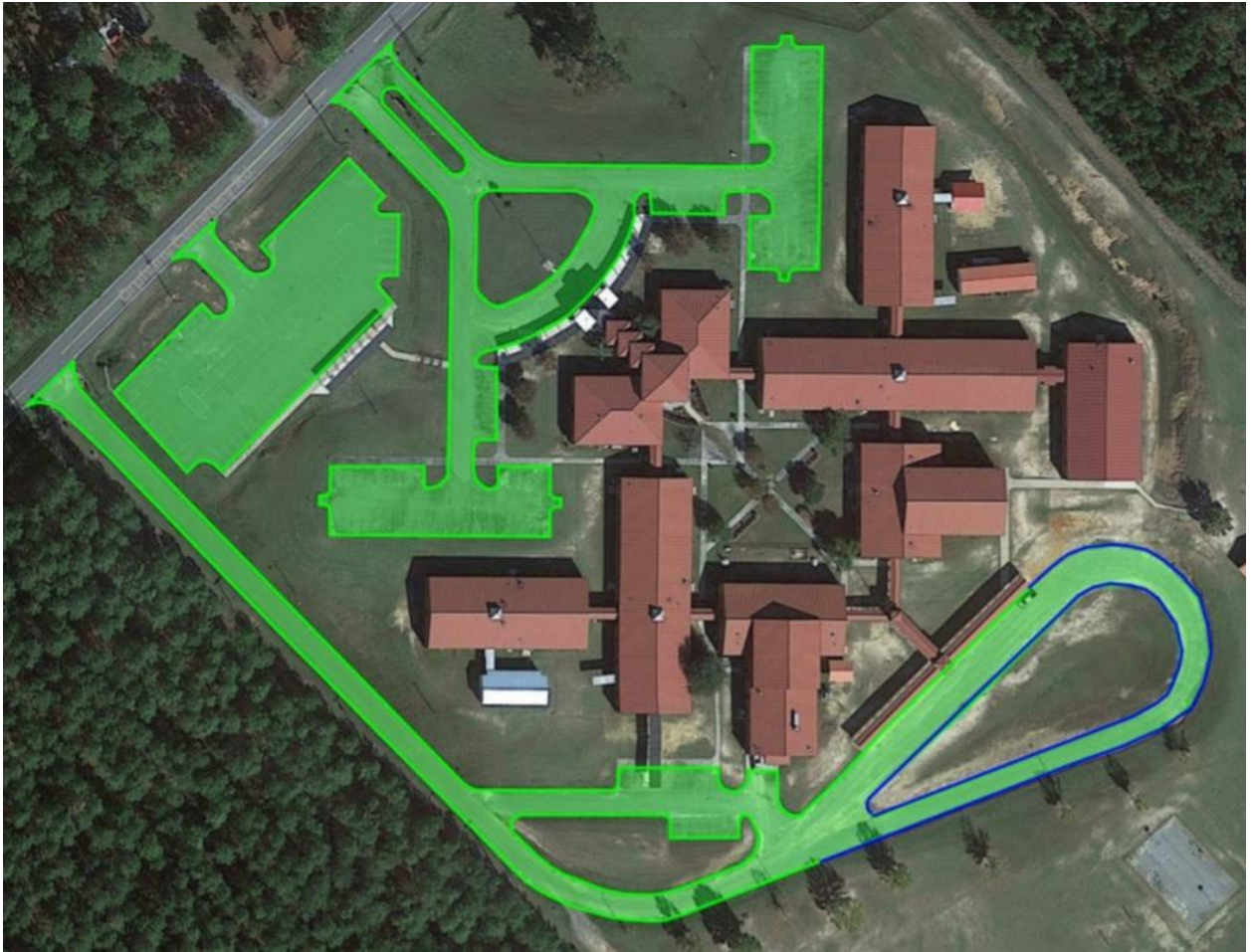






The numbers indicate the potholes found at North Dodge Elementary School.

Addendum: Please include Lines and Zones.

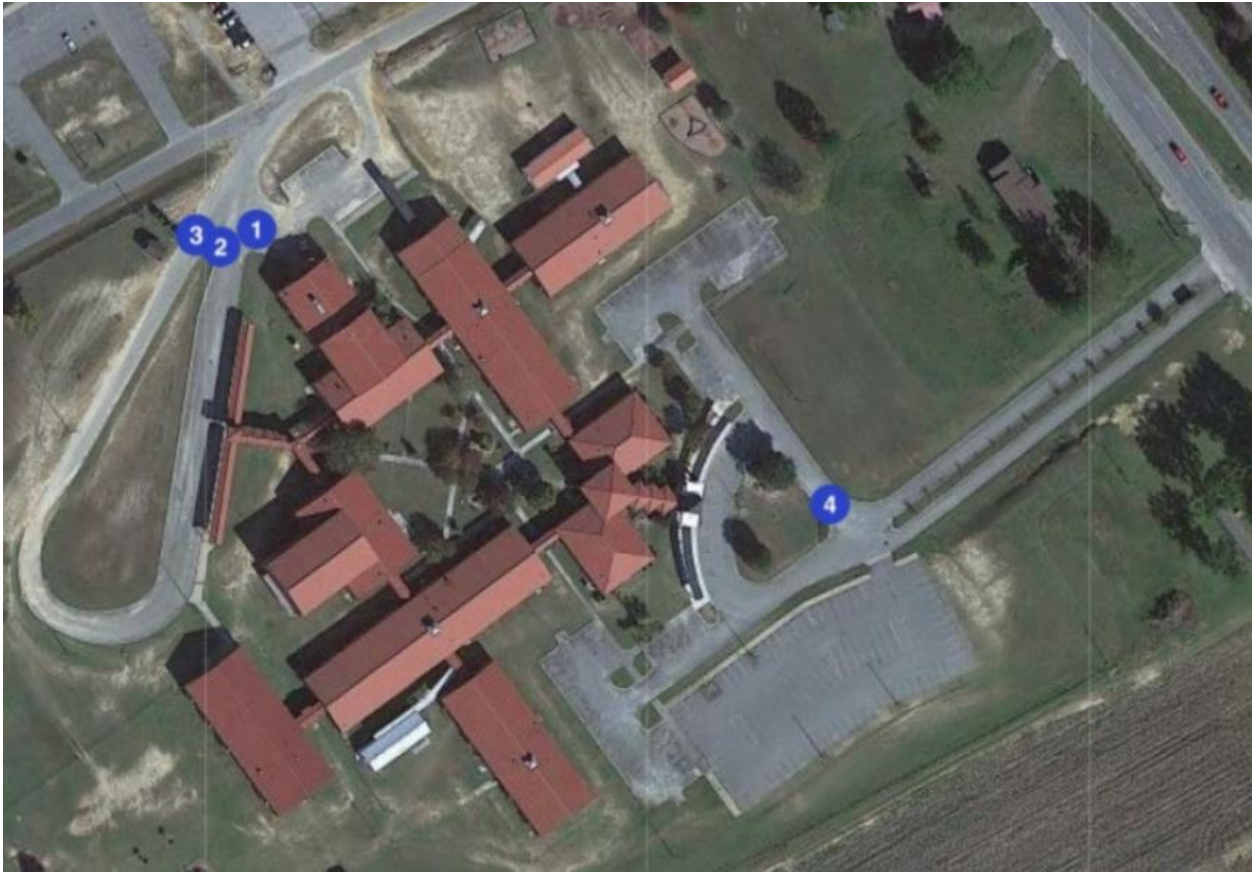


The green areas are the parking lots that will need to be seal coated.



**South Dodge Elementary School**  
**1118 McRae Hwy.**  
**Eastman, Ga. 31023**





The numbers indicate the potholes found at South Dodge Elementary School.



The green areas are the parking lots that will need to be seal coated.



Dodge Achievement Center  
1400 Dr. Martin Luther King Drive  
Eastman, Ga. 31023







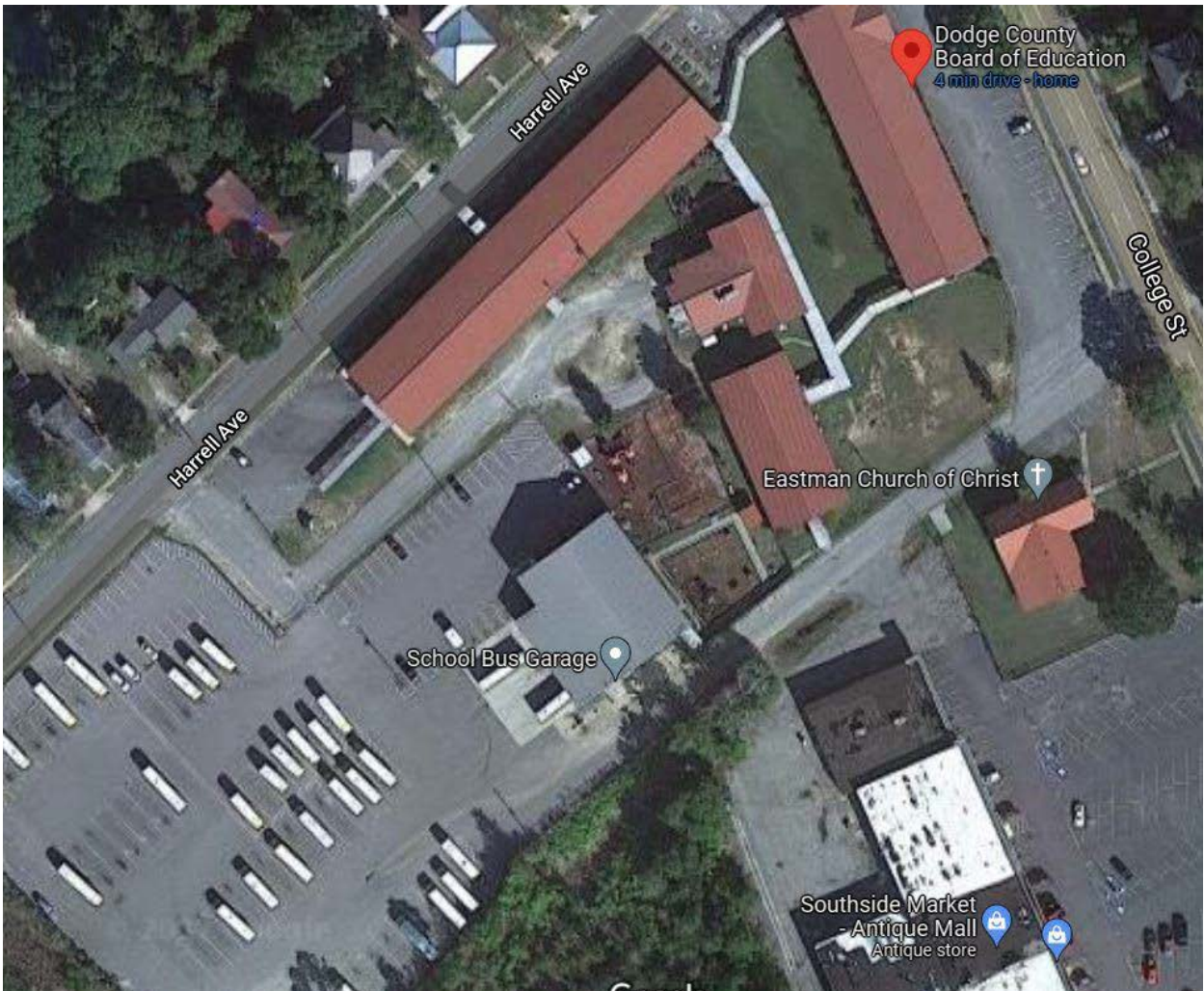
The numbers indicate the potholes found at Dodge Achievement Center.



The green areas are the parking lots that will need to be seal coated.



Board of Education  
720 College St.  
Eastman, Ga. 31023





The numbers indicate the potholes found at Dodge Achievement Center.

Addendum: Please include Lines and Zones.



The green areas are the parking lots that will need to be seal coated.



## **Appendix A**

### **Products and Services Specifications**

#### **ASPHALT PAVEMENT SEALCOATING SPECIFICATION FOR PARKING LOTS**

Specifier's Notes: This Asphalt Pavement Sealcoating Specification is furnished as a guide for specifying Asphalt Repair, Sealcoating and Striping of Asphalt Pavement Parking Lots. It is written in the CSI 3-Part Format and must be edited to suit the particular needs and budgetary requirements of a given project and its respective location.

#### **PART 1 GENERAL**

##### **1.1 SECTION INCLUDES**

- A. Asphalt Pavement Sealcoating

##### **1.2 REFERENCE STANDARDS**

- A. American Society for Testing Materials (ASTM)
  - 1. D 2939-03 Standard Test Methods for Emulsified Bitumens Used as Protective Coatings
  - 2. The following ASTM test methods: D140, D466, D490, B117, D529 and D244.
  - 3. SealMaster Coal Tar Ultra consists of SealMaster Coal Tar Concentrate meeting ASTM D5727 plus water, sand and polymer that is factory blended.
- B. South Coast Air Quality Management District
  - 1. SCAQMD Method 304 – Determination of Volatile Organic Compounds (VOC) In Various Materials.
- C. Federal Specifications for Waterborne Traffic and Airfield Marking Paints
  - 1. TT-P-1952E Types I, II, and III
  - 2. TT-P-1952D
  - 3. TT-P-1952B

##### **1.3 SUBMITTALS**

- A. Product Data
  - 1. Submit manufacturer's Product Data Sheet.

##### **1.4 PROJECT/SITE CONDITIONS**

- A. Ambient Conditions
  - 1. Both surface and ambient temperature must be a minimum of 50°F and rising before applying cold applied crack fillers, oil spot primers, pavement sealers or traffic paints (materials). Ambient and surface temperature shall not drop below 50°F for a 24 hour period following application of materials.
  - 2. Apply materials during dry conditions when rain is not imminent or forecast for at least 24 hours after application.
- B. Pavement/Surface Conditions
  - 1. Newly placed (paved) asphalt pavement surfaces should be allowed to cure a Minimum of four (4) weeks under ideal weather conditions (70°F) before applying coatings.
  - 2. New pavement surfaces shall be free of residual oils or chemicals associated

- with the placement of new asphalt pavement.
3. Aged pavement surfaces shall be cleaned and prepared as recommended in this specification under PART 3 Sections 3.1 thru 3.7 of this specification.

## **PART 2 PRODUCTS**

### **2.1 MANUFACTURER**

- A. SealMaster Pavement Products and Equipment.

### **2.2 MATERIALS**

- A. SealMaster Petro Seal Oil Spot Primer (Concentrate).
- B. SealMaster Prep Seal Oil Spot Primer (Ready-To-Use)
- C. SealMaster FlexMaster Crack Sealant (Cold-applied pourable crack sealant)
- D. SealMaster CrackMaster Parking Lot Grade (Hot Pour Rubberized Crack Sealant)
- E. SealMaster Trowel Grade Crack Filler
- F. SealMaster GatorPave Patching Material
- G. SealMaster Pothole Patch (Cold Patch)
- H. SealMaster Asphalt Binder Plus
- I. SealMaster Coal Tar Ultra Pavement Sealer
- J. SealMaster Liquid Thermoplastic Traffic Marking Paint (White and Yellow)
- K. SealMaster Fast-Dry Traffic Paint (White and Yellow)
- L. SealMaster TTP-1952B Traffic Paint (White and Yellow)
- M. SealMaster Handicap Blue Traffic Paint
- N. SealMaster Firelane Red Traffic Paint
- O. SealMaster Line Block-Out Paint (Black)

## **PART 3 EXECUTION**

### **3.1 EXAMINATION**

- A. Examine pavement surface prior to performing work
- B. Notify architect or project engineer of any adverse or unacceptable conditions that would affect successful repair efforts or application of materials
- C. Do not commence work until unacceptable conditions are corrected

### **3.2 SURFACE PREPARATION**

- A. Surface must be clean and free from all loose material and dirt. Remove grass along edge of pavement to find true edge of pavement. Power blowers, mechanical sweeping devices and push brooms are acceptable cleaning methods.

### **3.3 CRACK REPAIR**

Specifier's Notes: Specifier should select between Option A. (Fill Cracks with Cold-Applied Sealants and/or Crack Fillers) or, Option B. (Fill Cracks with Hot Applied Rubberized Asphalt Crack Sealant) listed below. Hot Applied Rubberized Crack Sealant provides a more durable solution for crack filling. However, Cold-Applied Materials offer an acceptable and more economical approach.

- A. Cold Applied Crack Filling Materials and Methods
  - 1. Clean cracks of all dirt, debris and vegetation prior applying crack filling.

2. For cracks up to ½" apply FlexMaster Crack Sealant. FlexMaster may be applied directly from container, pour pot, crack banding equipment or mechanized pumping equipment. Allow to dry before sealcoating.
  3. For cracks larger than ½" wide and up to 1" wide apply SealMaster Trowel Grade Crack Filler or SealMaster GatorPave Patching material. Apply Trowel Grade or GatorPave with trowel, squeegee or straightedge. Allow to dry before sealcoating.
  4. Contractor or other Entity Responsible for performing work shall refer to Manufacturer's Product Data Sheet for more detailed application instructions for Flexmaster, Trowel Grade Crack Filler and GatorPave.
- B. Hot Applied Crack Sealant/Filling Materials and Methods
1. Cracks must be free from dust, dirt, vegetation and moisture. Clean cracks with mechanical wire brush followed by a compressed air heat lance to remove loose debris and moisture.
  2. For all cracks up to 1" wide apply either SealMaster CrackMaster Parking Lot Grade crack sealant or SealMaster Crackmaster Supreme crack sealant.
  3. SealMaster CrackMaster Parking Lot Grade crack sealant shall be melted in a conventional oil-jacketed unit equipped with an agitator.
  4. Apply heated CrackMaster Parking Lot Grade crack sealant using a pump and wand system, a crack banding unit or a pour pot.
  5. Contractor or other Entity Responsible for performing work shall refer to Manufacturer's Product Data Sheet for more detailed application instructions for CrackMaster Parking Lot Grade Crack Sealant.

### 3.4 ALLIGATORED PAVEMENT REPAIR

Specifier's Notes: Alligator cracks are interconnected cracks forming a series of small blocks resembling an alligator's skin or chicken wire. Specifier should select between Option A. (Apply SealMaster GatorPave), Option B. (Infrared Patch Repair Method) or Option C. (Removal of distressed pavement material and replacement with 4 inches of Hot Mix Asphalt). With regards to longevity of pavement repair, these options represent a good (A), better (B), best (C) approach.

- A. Repair Alligator Cracks with SealMaster GatorPave
  1. Remove all dirt, dust and vegetation on alligatored areas
  2. Apply GatorPave with trowel, squeegee or straightedge.
  3. Allow to dry before sealcoating.
  4. Contractor or other Entity Responsible for performing work shall refer to Manufacturer's Product Data Sheet for more detailed application instructions for GatorPave.
- B. Repair Alligator Cracks with Infrared Heater Method
  1. Remove all dirt, dust and vegetation on alligatored area.
  2. Heat alligatored pavement area to a temperature between 290°F and 325°F to soften pavement. Scarify heated softened asphalt with an asphalt rake to a depth of 2-3 inches. Add SealMaster Asphalt Binder Plus at a rate of .20 gallon per square yard while pavement material is still soft and workable. Mix Asphalt Binder Plus into heated softened asphalt with the asphalt rake. Level smooth with rake and compact area with either a plate compactor or asphalt roller. Note- A small amount of fresh Hot Mix blacktop may be added to heated material if needed to assure a smooth, flush finish to adjoining pavement surface.



3. Contractor or other Entity Responsible for performing work shall refer to Manufacturer's Product Data Sheet for more detailed application instructions for SealMaster Asphalt Binder Plus.
- C. Repair Alligator Cracks with Full-Depth Hot Mix Asphalt
1. Saw cut and remove the alligatored pavement to the depth necessary to reach firm support (firm base materials).
  2. Prime bottom of patch area and vertical sides of saw cut with SealMaster Asphalt Binder Plus.
  3. Fill patch area with fresh hot mix asphalt.
  4. Compact fresh hot mix with hand tamper, vibratory-plate compactor or asphalt roller. Finished patchwork shall be flush and level with adjoining pavement.
  5. Contractor or other Entity Responsible for performing work shall refer to Manufacturer's Product Data Sheet for more detailed application instructions for SealMaster Asphalt Binder Plus.

### **3.5 POTHOLE REPAIR**

Specifier's Notes: Specifier should select between Option A. (Fill Potholes with SealMaster Pothole Patch (Cold Patch)) or, Option B. (Fill Potholes with Hot Mix Asphalt). Hot Mix Asphalt provides a more durable solution for patching. However, SealMaster PatchMaster Pothole Patch offers an acceptable and more economical approach to filling potholes.

- A. Fill Potholes with SealMaster PatchMaster Pothole Patch
1. Remove loose material, debris and standing water from pothole prior to application.
  2. Apply PatchMaster directly from bag into pothole
  3. Compact PatchMaster with a hand tamper, vibratory-plate compactor or asphalt roller. Finished patchwork shall be flush and level with adjoining pavement.
  4. Contractor or other Entity Responsible for performing work shall refer to Manufacturer's Product Data Sheet for more detailed application instructions for SealMaster PatchMaster Pothole Patch.

### **3.6 OIL SPOT PRIMING**

- A. Prime Oil Spots with SealMaster Prep Seal or SealMaster Petro Seal
1. Wipe or scrape excessive build-up of oil, grease, and gasoline spots. A torch may be used to burn away any residual.
  2. Apply oil spot primer with brush, roller or sprayer.
  3. Allow to dry before sealcoating.
  4. Contractor or other Entity Responsible for performing work shall refer to Manufacturer's Product Data Sheet for more detailed application instructions for SealMaster Prep Seal or SealMaster Petro Seal.

### **3.7 LINE BLOCK-OUT PAINT**

Specifier's Notes: SealMaster Line Block-Out Paint should only be used when specifier is changing the pattern or lay-out of existing traffic markings. If pattern and lay-out of existing traffic markings will remain the same after applying sealcoating materials, then Line Block-Out Paint is not necessary.

- A. Applying SealMaster Line Block-Out Paint
1. Remove all loose material and dirt from existing traffic markings.

2. Apply SealMaster Line Block-out paint with pressurized spray equipment, brush or roller.
3. Allow to dry before sealcoating.
4. Contractor or other Entity Responsible for performing work shall refer to Manufacturer's Product Data Sheet for more detailed application instructions for SealMaster Line Block-Out Paint.

### **3.8 SealMaster COAL TAR ULTRA PAVEMENT SEALER APPLICATION**

Specifier's Notes: A minimum of two coats of SealMaster Coal Tar Ultra Pavement Sealer is recommended for the entire pavement surface to be sealcoated. A third coat is recommended for all pavement areas that are subjected to high traffic including parking area entrances, exits and drive lanes. Specifier, through the use of additional diagrams or drawings, may also designate high traffic areas to receive a third coat.

- A. Applying SealMaster Coal Tar Ultra Pavement Sealer
  1. Remove all loose material and dirt from pavement surface. Remove grass along edge of pavement to find true edge of pavement. Power blowers, mechanical sweeping devices and push brooms are acceptable cleaning methods.
  2. Equipment used to apply SealMaster Coal Tar Ultra Pavement Sealer shall have continuous agitation or mixing capabilities to maintain homogeneous consistency of pavement sealer mixture throughout the application process. Spray equipment shall be capable of mixing and spraying pavement sealer with sand added. Self-propelled squeegee equipment with mixing capability shall have at least 2 squeegee or brush devices (one behind the other) to assure adequate distribution and penetration of sealer into pavement surface. Hand squeegees and brushes shall be acceptable in areas where practicality prohibits the use of mechanized equipment.
  3. Mix SealMaster Coal Tar Ultra Pavement Sealer thoroughly before applying. Note: If needed, a small amount of water may be added to facilitate application.
  4. Apply two coats of mixed Coal Tar Ultra Pavement Sealer a rate of .11 to .13 gallon per square yard per coat to entire pavement area. Allow first coat to dry thoroughly before applying second coat.
  5. Apply a third coat of mixed Coal tar Ultra Pavement Sealer at a rate of .11 to .13 gallon per square yard to high traffic areas including parking area entrances, exits and drive lanes (or as specified in additional diagrams or drawings). Allow second coat to dry thoroughly before applying a third coat to these areas.
  6. Allow final coat of pavement sealer to dry 24 hours prior to applying SealMaster 100 % Acrylic Water based Traffic Paint.

### **3.9 TRAFFIC MARKINGS/LINE STRIPING**

Specifier's Notes: Specifier should select between Option A. (SealMaster TT-P-1952B Traffic Paint-White or Yellow), Option B. (SealMaster Fast Dry Traffic Paint- White or Yellow), or Option C. (SealMaster Liquid Thermoplastic Traffic Paint- White or Yellow). These options represent a good (A), better (B), or best (C) approach to material selection. All materials are 100% Acrylic water-base.

With regards to Handicap parking stalls; a square section of handicap blue is applied and allowed to dry, followed by a white handicap symbol painted in the center of the blue area. Firelane Red Traffic Paint is designed to paint curbing designated as a fire zone (specifier should designate such areas

- A. Applying SealMaster Traffic Paint

1. Remove all loose material and dirt from existing pavement. Freshly applied pavement sealer shall be allowed to cure for a minimum of 24 hours prior to applying Traffic paint.
2. Apply SealMaster Traffic Paint with pressurized line striping spray equipment at wet thickness of 15 to 20 mils.
3. Apply SealMaster Handicap Blue to all handicap parking spots.
4. Apply SealMaster Firelane Red Traffic Paint to areas designated as Fire Zones (by specifier).
5. Allow paint to dry thoroughly prior to opening to traffic.

## Appendix B: Cost Breakdown

Location	Repairs to Curb Cost	Pothole Repair Cost (if needed)	Oil Spot Priming Cost	Traffic Marking/Line Striping Cost	Crack Filling/Sealing Cost	Sealcoating Price per Square Foot	Sealcoating Total Square Footage	TOTAL
North Dodge Elementary School								
South Dodge Elementary School								
Dodge County High School								
Dodge Achievement School								
Dodge County Board of Education								

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## EXHIBIT C - ATTACHMENT "A"

### Bid Evaluation Matrix For Seal Coating

FY22

Dodge County

Seal Coating RFP

No.	Factors	Total Points Available	Company 1	Company 2	Company 3	Company 4	Company 5
1	Stability	10					
2	Experience	20					
3	Firm' Suitability	20					
4	Proposed Project Team's Relevant Experience and Qualifications	20					
5	Quality of Proposed Construction Plan	10					
6	Total Cost of Project	20					

Total Points

100	0	0	0	0	0
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\*This value must be higher than all the other values in this column.

Winning Bidder:

Highest number of points

Disqualified Bidders:

Contract Award Date:









