



Board of Regents of the University
System of Georgia

REQUEST FOR QUALIFICATIONS

(Step I)

&

REQUEST FOR PROPOSALS

(Step II)

To Provide

Design Professional Services

(DP)

for

Project No. 0320-2016

GTRI COBB SOUTH CAMPUS

L-22 Office Building Renovation

L-12 Warehouse Renovation

L-59 Training Facility Renovation

Solicitation Issue Date: 18 July 2016
Qualifications Packages Due: 18 August 2016

TABLE OF CONTENTS

STEP I – REQUEST FOR QUALIFICATIONS (RFQ)

1. GENERAL PROJECT INFORMATION
2. DESIGN PROFESSIONAL SERVICE REQUIREMENTS
3. SCOPE OF SERVICES
4. QUALIFICATIONS REVIEW PROCESS
5. SCHEDULE OF EVENTS (STEP I)
6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR QUALIFICATIONS
7. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS
8. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS
9. FINALIST NOTIFICATION

STEP II – REQUEST FOR PROPOSALS (RFP) from Qualified Finalists

1. CONTRACT INFORMATION
2. BUILDING PROGRAM
3. SCHEDULE OF EVENTS (STEP II)
4. PRE-PROPOSAL SITE VISIT
5. SELECTION PROCESS
6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION AND EXTENSIONS
7. INSTRUCTIONS FOR PREPARING DESIGN TEAM PROPOSALS
8. SUBMITTAL OF DESIGN TEAM PROPOSALS
9. PRESENTATION / INTERVIEW INFORMATION
10. SUBMITTAL OF FEE PROPOSALS
11. ADDITIONAL TERMS AND CONDITIONS

EXHIBITS

- a. Exhibit A – Certification Form
- b. Exhibit B – Contractor Affidavit
- c. Exhibit C – CM-GC Fee Proposal
- d. Exhibit D – Preconstruction Cost & Expenses Breakdown
- e. Exhibit E – General Conditions Breakdown
- f. Exhibit F – Project Cost Matrix
- g. Exhibit G – Proposer’s Disclosure Statement



STEP I **REQUEST FOR QUALIFICATIONS**

Design Professional Services
Project No. 0320-2016
GTRI COBB SOUTH CAMPUS
L-22 Office Building Renovation
L-12 Warehouse Renovation
L-59 Training Facility Renovation
Georgia Institute of Technology, Atlanta, Georgia

The Board of Regents of the University System of Georgia (“BOR”), on behalf of the Georgia Institute of Technology (“GT”), as “Owner”, is soliciting statements of qualifications from firms interested in providing professional design services for the construction & renovation of a project known as **Project No. 0320-2016, GTRI COBB SOUTH CAMPUS** at the Dobbins Airforce Base Complex in Cobb County, 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. BOR reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at their discretion. This project will proceed contingent upon Board authorization.

1. GENERAL PROJECT INFORMATION

Project Background

The Georgia Tech Research Institute (GTRI) is a highly-regarded applied research and development organization. Each day, GTRI’s science and engineering expertise is used to solve some of the toughest problems facing government and industry across the nation and around the globe.

GTRI redefines innovation by tackling customers’ most complex challenges with the right mix of expertise, creativity and practicality. Our expert scientists and engineers turn ideas into workable solutions and then put those solutions into action. GTRI has 76 active US Letters Patents, 43 pending US patent applications and 15 pending provisional applications in the United States.

GTRI has been a trusted government and industry partner since 1934. As a non-profit research institute, we team with our customers and attack their problems with passion and objectivity.

GTRI is an integral part of the Georgia Institute of Technology (Georgia Tech). GTRI is a tremendous contributor to, and supporter of, Georgia Tech's mission to define the technological research university of the 21st century and educate the leaders of a technologically driven world.

GTRI's strong bond with Georgia Tech, and its academic units, opens the door to the vast intellectual resources of one of America's leading research universities and provides unparalleled access to the world's leading problem solvers.

GTRI Core Values

- Integrity
- Innovation
- Excellence

GTRI Mission: Solve complex problems through innovation, customer-focused research, and education.

GTRI Vision: To be the world's premier applied research and development organization.

GTRI Core Competencies

- Test & Evaluation
- Systems Development, Engineering & Prototyping
- Applied Electromagnetics & Materials Research
- Secure Information & Communication Systems
- Threat Systems Research & Development
- Client-Inspired Engineering

Project Background

GT Real Estate has executed a Purchase and Sales Agreement on behalf of GTRI to purchase 52 acres from Lockheed Martin on the Dobbins Airforce Base Complex. This proposed GTRI Cobb South Campus will include 765,000 square feet of office space and warehouse-manufacturing space: L-59: 14,000 SF pre-engineered metal flex building, L-22: 204,500 SF 4-story office building, L-12: 400,000 SF Warehouse (footprint 375,000SF) brick and metal warehouse/manufacturing building including 50,000 SF of 2-story office, and L-31: 134,000 SF Warehouse (footprint 117,000) pre-engineered metal building built in 1968 - "Box-on-Box" design with a 2-story 34,000SF office structure attached to the warehouse structure. This site is adjacent to the existing GTRI County Research Facility (CCRF) on the Dobbins Airforce Base Complex. Entry into the site is at George McMillan Drive from Atlanta Road in Cobb County.

Project Description

The L-22 Office Building will be renovated to serve as the focus for applied research. The building may provide space for:

- Advanced Concepts Laboratory (ACL)
- Aerospace, Transportation and Advanced Systems Laboratory (ATAS)
- Cyber Technology Information Systems Laboratory
- Electronic Systems Laboratory (ELSYS)
- Sensors and Electromagnetic Applications Laboratory (SEAL)

Research focus areas located in L-22 Office Building may include:

- Computing Laboratories
- Electronic Laboratories
- Research Assembly & Manufacturing

The L-12 High Bay Warehouse with office area will be renovated and used for lab assembly & manufacturing.

The L-59 Training Facility will be renovated into a support facility with food service and fitness center.

Sustainable Approach

The project will incorporate the requirements of the Energy Efficiency & Sustainable Construction Act (SB 130) (O.C.G.A. 50-8-18). The project will adhere to ASHRAE Standard 189.1-2014, Standard for the Design of High Performance Green Buildings. The Design Professional and Construction Manager will work collaboratively with Georgia Tech Staff, and any third-party consultants retained by Georgia Tech, to create design strategies in compliance with this standard, and identify any requirements that may not be able to be achieved within the reasonable scope of this project.

Project Delivery Method

The delivery method for this Project will be CM/GC and, as a minimum, will employ the services of a Commissioning Agent in addition to the services of the Design Professional.

Project Budget

The preliminary stated cost limitation (SCL) or construction cost of the Project is estimated at **\$20M - \$27.5M**. The final SCL may be revised by the Owner due to final programmatic requirements, funding availability or other circumstances.

Design Professional Fee

The Design Professional Base Fee will be approximately **\$1.5M - \$1.9M**, which includes Basic Design and Construction Administration services. Anticipated Design Professional service requirements include the services as listed in Item 3 below "Scope of Services". The shortlisted Design Professional firms are required to submit a fee proposal that also includes anticipated fees for any specialty consultants needed and all reimbursable expenses such as printing and travel in the Step II – Request for Proposals (RFP) phase.

Project Schedule

The Purchase and Sales Agreement for the proposed GTRI Cobb South Campus was executed in late June 2016. GT Real Estate is currently performing a Phase 1 Environment survey with a Phase II and additional due diligence investigation scheduled to start after the Phase 1 is completed in approximately forty-five [45] days. GT Real Estate & GTRI anticipates submitting the project scope and budget to the Board of Regents for approval in November 2016. GT and GTRI will initially engage a design professional for Programing and Conceptual Design services to assist with defining the project scope and budget. GT and GTRI intend to retain the selected design professional for completion of design to construction documents and construction administration if the project is approved by the Board of Regents. The Finalist Firms will present to GT in August 2016 and a selection will be made shortly thereafter. Programing and Conceptual Design services are anticipated to commence in September 2016. The selection of the CM/ GC is also anticipated to occur in fall 2016. The CM/ GC will be contracted to provide pre-construction services at that time. *(All of the dates above are estimates which are subject to change. The fee structure for design professional services relative to the schedule, and fee amounts will be agreed upon by the Owner and the Design Professional prior to the start of design professional services.)*

2. DESIGN PROFESSIONAL SERVICES REQUIREMENTS

GT is seeking the services of an architectural/engineering firm (the "Design Professional") to provide all design services, including the development of plans and specifications. The Design Professional will provide the complete schematic, design development, and construction documents.

For this RFQ, the Design Professional will provide the services outlined in Paragraph 3, Part A below only.

The successful Design Professional will contract with the Owner in a timely manner. Based on the Design Professional's positive performance of the scope of services identified in Paragraph 3 Part A, it is then the intent that the awarded Design Professional would be retained to complete the scope of

services identified in Paragraph 3 Part B. will be S & B. The owner reserves the right not to proceed with the selected design firm.

The applying firm shall be an individual firm fulfilling all contractual obligations and performing a minimum of 50% of the architectural design services (exclusive of engineering and specialty consultants) in-house. An associated firm (if desired) may provide up to 50% of the architectural design services, allowing two or more architectural firms to share in the design effort on an equal basis. The Owner will also employ a Commissioning Agent to perform design analysis of the various building systems. The Design Professional is expected to work closely with the Commissioning Agent as well.

3. SCOPE OF SERVICES

It has been deemed appropriate to engage a professional services firm to provide comprehensive planning and design services for the proposed project. The planning and programming services, comprised of tasks in "Part A" below, are the purpose of this RFQ. GT reserves the right to supplement the DP services with additional consultants as deemed necessary. Also GT reserves the right to continue or not continue with the selected DP for the services listed as Part B.

Design Parameters

Guidelines for the project include designs that are:

- Well-designed and accommodate the Institute's programmatic requirements, comply with current code requirements, with universal accessibility requirements, and meet the design guidelines established in the "Resources and Design Guidelines" section below,
- Energy efficient and sustainable,
- Efficient and economical to construct, maintain, and operate, and
- Durable, comfortable, secure, and achieves a high degree of value for the Institution.

Part A - Programming and Conceptual Design

The scope of services for this phase of work should at a minimum include, but are not necessarily limited to, the items outlined below:

- Review condition assessments, provided by GT. Refer to section on "Resources and Guidelines";
- Program services. Develop and define the needs of the Project based upon the Owner's preliminary project program, and any other information obtained through interviews, charrettes, surveys, data gathering, and operational parameters.
- Review, develop, and document detailed requirements for the project, covering items such as project goals and objectives, design objectives, limitations, and criteria; gross area and space requirements; spatial relationships; needs and options for expandability; identifying the need for special equipment and systems; site and landscaping requirements; project schedule and budget requirements.
- Space requirements and flow diagrams (as applicable); functional relationships, access, circulation, and flow patterns within the building and the site.

The Programming and Conceptual Design Document shall contain, but is not limited to the following items:

- Executive Summary with Project Statement
- Project Summary and Design Goals
- Space Program
- Room Data Sheets
- Planning and Design Criteria including, but not limited to, codes, sustainability, life safety, zoning, clustering and layout criteria, physical accessibility and ADA compliance.
- Building Performance Criteria including but not limited to building envelope improvements, interior construction, HVAC systems, plumbing systems, fire suppression systems, electrical systems, information technology, audio visual, and security systems

- Site Requirements including site parking, pedestrian and other traffic flow analysis, and wayfinding, building signage, & site signage.
- Project Schedule
- Cost Estimate within the Stated Cost Limitation
- Provide ten (10) hard copies of all programming documents, and (1) PDF electronic file.

Part B - Completion of Design to Construction Documents and Construction Administration

The selected firm will serve as the Owner's Architect of Record to design all components of the Project as well as to obtain required regulatory approvals. The scope of work shall include specialty sub-consultant services required to prepare a complete and fully coordinated set of construction documents for the Project, unless specifically excluded in the "Services Performed by Others" section. The design services for this phase shall at a minimum include, but are not necessarily limited to, the items outlined below:

- Schematic Design services
- On-site review & verification of existing architectural & MEP building conditions, measurements, and systems - measured drawings of existing site conditions as needed.
- Design Development services [50% DDs, & 100% Final DDs],
- Construction Document services [50% CDs, GMP Set, & 100% Final CDs],
- Construction Administration Services
- Structural Design services
- Mechanical, Electrical, and Plumbing Services
- Fire Protection Design Services
- Electrical Fault Current Studies
- Mechanical Load Studies
- Interior Design Services including finish selection
- Acoustical Design Services
- Furniture, Fixtures, and Equipment Selection and Specification
- Power and Communication Coordination Plans showing dimensional location of all outlets and wall devices (switches, strobes, etc.) in relation to furniture, millwork, etc.
- Interior Wayfinding & Graphic Design Consultant services
- Building and Site Signage
- Building Permitting
- Code and Zoning Review
- Budgeting / Detailed Cost Estimates / Cost Management services
- Regular coordination with GT Project Manager and Construction Manager during design and construction phases
- Comprehensive Project Scheduling (not Construction Scheduling)
- Assistance with Prequalification of Contractors/ Subcontractors
- Commissioning Support
- Coordination with consultants hired by Owner (See "Services Performed by Others")
- Computer Modeled Energy Analysis as required by the Georgia Energy Code.
- Other requirements as per the Design Professional's contract

The Architect will be responsive to the Owner in complying with architectural guidelines, developing detailed plans, conducting design reviews and design critiques; assisting in the selection of special inspection firms; periodic technical reports both oral and written; budget, cost and schedule updates and reviews. The selected firm will be expected to designate a highly qualified principal architect to act as the Design Executive/Lead Designer for the duration of the Project.

Services Performed by Others

GT (or GT's Program Manager) will oversee this project as the Owner and will administer other contracts. The selected firm is expected to work cooperatively with other firms under contract with the Owner. Services by others include but are not limited to:

- Construction Manager/ General Contractor (CM/ GC). Reference the BOR Facilities website for additional information (http://www.usg.edu/ref/contracts/contracts/cm_contract_cmgc.pdf)
- Commissioning Services
- Communication Systems Design Services & Audio Visual Design services. (Architect will coordinate with GTRI & GT's Office of Information Technology ("OIT") staff and selected vendors for incorporation of voice/data cabling, security, and audio visual equipment into the design).
- Security System Design Services
- Environmental Consultants
- Independent Cost Estimator
- Document review services for completeness and coordination (Note: This does not relieve the selected firm from their contractual obligations regarding design completeness.)
- Surveying - topo, location of structures/site utilities/trees, construction limits
- Testing Agency – geotechnical evaluation, material testing, special inspections
- Document review services for completeness and coordination (Note: This does not relieve the selected firm from their contractual obligations regarding design completeness.)

Resources and Guidelines

The following information will be available for use by the selected firm:

- Intergraph / AUTOCAD files provided by Lockheed Martin.
- Facility condition assessment and other pertinent due diligence investigation reports
- Early programming and space planning documents as completed by GT, Capital Planning and Space Management (CPSM) and GTRI.

4. QUALIFICATIONS REVIEW PROCESS

Selection of the Design Professional will be a multi-step process generally following the steps outlined in the State Construction Manual.

Step I - Qualifications Review, is initiated with this RFQ for the purpose of acquiring Statements of Qualifications from prospective Design Professional firms. A selection of finalist firms will be made by a Selection Committee consisting of representatives of GT. The Selection Committee will receive and review Statements of Qualifications submitted in response to this RFQ and then evaluate the submittals based on the criteria for evaluation listed below:

Criteria for Evaluation of Statements of Qualifications

- 25% Factor:* Stability of the firm, including the firm's corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.
- 45% Factor:* Firm's relevant project experience and qualifications, including the demonstrated ability of firm in effective design of facilities comparable in complexity, size, and function, for Owners such as the State of Georgia and other similarly-structured organizations. This includes relevant experience and qualifications of the principal Design Professional(s) and lead staff, and evidence of relevant competencies for this project.
- 30% Factor:* Firm's apparent suitability to provide services for project, including past performance and firm's apparent fit to the project type and/or needs of the Owner, performance on past work and any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and services offered by the firm. The firm's non-discrimination policies, any affirmative action policies and/or stated efforts for the inclusion of Minority-Owned Business Enterprises and/or Woman-Owned Business Enterprises will be a part of this evaluation. Experience and proficiency with the design of public buildings with

regard to the areas of public safety and health, accessibility for persons with disabilities and special needs, and environmental concerns will be considered.

5. 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 prevailing times in Atlanta, Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

STEP I (RFQ) Estimated Time Line		
a. Owner issues public advertisement of RFQ	07/18/16	-----
b. Deadline for written questions/requests for clarification (see section 6).	08/05/16	2:00pm
c. Deadline for GT response to written questions / request for clarifications	08/11/16	2:00pm
d. Deadline for submission of Statements of Qualifications	08/18/16	2:00pm
e. Owner completes evaluation, post results, and issues notification to finalist firms	08/25/16	-----

6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submittal deadline has passed, all submissions will be final. The Owner will not request clarification from individual proposer regarding their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFQ, or the project, shall be submitted in writing (email is preferable) to:

Mr. Rod Moore
Georgia Tech - Facilities Design & Construction
955 Fowler St., N.W.; Room 321
Atlanta, Georgia 30332-0410
e-mail: rod.moore@facilities.gatech.edu

The deadline for submission of questions relating to the RFQ is the time and date shown in the *Schedule of Events (Section 5)*. All relevant questions and requests for clarification received by GT in writing, prior to the deadline will be compiled, and answers will be posted on the Georgia Procurement Registry as an addendum to the original solicitation for services at <http://ssl.doas.state.ga.us/PRSapp/>.

7. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Qualifications submittals must meet the requirements of this section to be considered. The response to this RFQ 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. Submittals must be on standard 8.5x11" paper with pages numbered. A table of contents, with corresponding tabs should be included to identify each section. Limit the number of pages for this RFQ response to 25 - inclusive of all materials, except tab pages. Please include only the information requested in your Qualifications submittal. Submittals shall consist of three (3) complete copies and one (1) electronic copy (.pdf format on a disk - 5 MB or less).

GT encourages firms to submit using 100% recyclable materials printed on two sides on plain paper. Plastic or metal spiral bindings and notebooks are discouraged. A single clip is requested for ease of disassembly for recycling is encouraged.

**STATEMENT OF QUALIFICATIONS
(DELIVERABLES “A”, “B” and “C” FOR ALL FIRMS)**

Emphasis should be on completeness, relevance, and clarity to content. The content of all Statement of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information.

A. Description and Resources of Firm

- A1 Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, email address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. If applicable, indicate the year the local office was established and the number of persons staffing that office and their disciplines. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure?
- A2 Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices.
- A3 Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Contractors. List any active or pending litigation and explain. List any claims against your firm or against Owners where your firm is named.
- A4 Provide the name of the insurance carrier, types of coverage and deductible amounts per claim.
- A5 List the firm's annual revenue for the past 5 years. List the parent office and the local office revenues separately, if applicable.
- A6 Supply financial references and main banking references.
- A7 Has the firm ever been removed from a design services contract or failed to complete a contract as assigned? If yes, provide an explanation.
- A8 Complete and submit the Certification Form (Exhibit "A" provided with RFQ) and provide a scanned notarized copy with response with the firm's Statement of Qualifications.
- A9 Complete and submit a Certificate of Insurance and Minority Status Form (Exhibit "B" provided with RFQ) and provide a scanned notarized copy with response with the firm's Statement of Qualifications.
- A10 Complete and submit the Project Team Composition Form, including sub consultants (Exhibit "C" provided with RFQ). This is to identify composition of the project team only. More detailed information about the consulting team members and relevant project experience will be requested in Step II, Request for Proposals (RFP).
- A11 Complete the Contractor Affidavit Form (Exhibit "E" provided with RFQ) and provide a scanned notarized copy with response with the firm's Statement of Qualifications in compliance with the Georgia Security and Immigration Compliance Act.
- A12 Complete the Proposer's Disclosure Statement (Exhibit "F" provided with RFQ) and include with firm's Statement of Qualifications.

Georgia Security and Immigration Compliance Act Affidavit(s)

“Contractor” in the following Affidavits shall mean “General Contractor”/ “Contractor” for the purpose of compliance with O.C.G.A. § 13-10-91, (b).

For the purpose of completing the attached Affidavits, please insert the following:

- “Name of Public Employer” shall mean “Board of Regents of the University System of Georgia, Owner, for the use and benefit of Georgia Institute of Technology.”
- “Name of Project” shall mean “Project No. 0320-2016 GTRI Cobb South Campus”

B. Experience and Qualifications

- B1 Provide professional qualifications and description of experience for principal Architect or Engineer personnel. *(At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who is qualified and available for proposed project. If the firm is selected as a finalist, the Owner will request detailed information on the exact proposed expanded team and their relevant experience during the RFP process.)*
- B2 Provide information on the firm’s experience on projects of similar type, size, function, and complexity. Describe no more than five (5) and no less than three (3) projects, in order of most relevant to least relevant, which demonstrate the firm’s capabilities to perform the project at hand. For each project, the following information should be provided:
- a. Project name, location and dates during which services were performed.
 - b. Project delivery method (e.g. construction manager at risk, design-build, or design-bid-build).
 - c. Brief description and representative photo of project and physical description (square footage, number of stories, site area).
 - d. Services performed by your firm and individuals in your firm that worked on each project noted above.
 - e. If your firm has more than one office, indicate which office was responsible for each of the example projects.
 - f. Respective Owner’s stated satisfaction in design and service of your firm. Provide any Owner-written letters of reference/recommendation about the firm’s performance on the project.
 - g. Owner’s current contact information.
 - h. Contractor’s current contact information.

C. Statement of Suitability

- C1 Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Provide evidence of the firm’s fit to the project and/or needs of the Owner, any special or unique qualifications for the project; Provide current and projected workloads, the proximity of office to project location, and any services offered by the firm that may be particularly suitable for this project.
- C2 Provide Minority-Owned Business Enterprise (MBE) / Woman-Owned Business Enterprise (WBE) status and M/WBE participation on this project, as well as any non-discrimination and affirmative action policies of the firm. Provide evidence of experience and proficiency with design of public buildings with regard to the areas of public safety, environmental, accessibility for persons with disabilities and special needs or other related concerns.
- C3 Provide information on any special services offered by the firm that may be relevant and available for this project.

8. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

Qualifications submittals must meet the requirements of this section to be considered. The response to this RFQ 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. Submittals must be on standard 8.5x11" paper with pages numbered. A table of contents, with corresponding tabs should be included to identify each section. Limit the number of pages for this RFQ response to 25 - inclusive of all materials, except tab pages. Please include only the information requested in your Qualifications submittal. Submittals shall consist of three (3) complete copies and one (1) electronic copy (.pdf format on a disk - 5 MB or less).

GT encourages firms to submit using 100% recyclable materials printed on two sides on plain paper. Plastic or metal spiral bindings and notebooks are discouraged. A single clip is requested for ease of disassembly for recycling is encouraged.

It is the sole responsibility of the Proposer to assure delivery by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No submittals will be accepted after the time stipulated above. Submittals will not be accepted via facsimile or fax.

Proposers are further reminded to include a completed CONTRACTOR AFFIDAVIT UNDER O.C.G.A. §13-10-91 (b)(1) with the Statement of Qualifications (See Exhibit "E"). FAILURE TO PROVIDE THIS AFFIDAVIT WILL RESULT IN REJECTION OF PROPOSAL.

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.

9. FINALIST NOTIFICATION

Once the Selection Committee has completed the evaluation of the Statements of Qualifications, a list of the finalist firms will be posted on the Georgia Procurement Registry as an addendum to the original RFQ solicitation.

Step II- DP Selection, will be initiated by invitation to finalists to submit Design Team Proposals as instructed in the Owner's Request for Proposals (RFP). Finalists will be those firms determined by the Selection Committee to be especially qualified to perform as the Design Professional for this Project in accordance with the qualification criteria herein. The Owner will issue a notice to finalists to participate in an oral presentation/interview. The successful DP will be determined from the interviews and proposals received.



STEP II
REQUEST FOR PROPOSALS

(From Qualified Finalists)

Design Professional Services for

Project No. 0320-2016

GTRI COBB SOUTH CAMPUS

L-22 Office Building Renovation

L-12 Warehouse Renovation

L-59 Training Facility Renovation

Georgia Institute of Technology, Atlanta, Georgia

Note: The information in this Section, Step II (Request for Proposals) is provided for firms who have been issued notification as having been deemed eligible and are shortlisted for the project.

To firms who have been issued notification as having been deemed eligible, the Board of Regents of the University System of Georgia (BOR), as “Owner” on behalf of Georgia Institute of Technology (“User”), issues this Request for Proposals (RFP), for those firms to offer proposals for design professional services for the specific project.

1. CONTRACT INFORMATION

The contract for Architectural and Engineering professional services will be based on the Design Professional Agreement for the Construction Management at-Risk Contract located on the University System of Georgia’s Office of Real Estate and Facilities website: http://www.usg.edu/facilities/resources/construction_management

You are encouraged to review and become familiar with the terms and conditions of this contract. BOR does not intend to modify any language contained in general terms and conditions of the contract, and any significant exceptions proposed by a firm could lead to a firm being deemed non-responsive.

2. BUILDING PROGRAM

See General Project Information in RFQ (Step I), Section 1.

3. 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 prevailing times in Atlanta. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

STEP II (RFP) Estimated Time Line		
Event	Projected Date	Projected Time
a. Owner issues notice to finalist firms to propose as instructed in RFP	08/25/16	-----

b. Owner conducts Mandatory Pre-Proposal Site Visit for finalists	TBA	TBA
c. Deadline for finalist submission of written questions and requests for clarification	08/31/16	2:00 PM
d. Deadline for submission of DB Project Management Proposals	09/14/16	2:00 PM
e. Owner interviews finalist firms	09/21/16	TBA

4. PRE-PROPOSAL SITE VISIT

A pre-proposal site visit will be conducted by GT, and attendance of finalist firms is mandatory. The date for the conference and site visit will be as listed above. The site visitors will convene at a time and location to be determined and communicated in the Notice to Finalists. Since the site is in a secure complex, site visit requirements include:

- Guests must check in with the on-duty contract guard.
- All guests will have their identity verified via photo identification.
- The on-duty contract guard will contact the GTRI person to be visited who will be responsible for their guests.
- Representatives of the federal government, when acting in their official capacity as inspectors, investigators or auditors, may visit GTRI facilities without advance notification, provided these representatives present appropriate government credentials upon arrival.
- All guests will be issued a badge as a form of identity to verify they have been properly vetted by the on-duty contract guard.

Additional information, possibly including some plans and drawings, may be available at the site visit for finalist review. ***The Owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the site visit by the scheduled time. Failure to attend a mandatory site visit will automatically result in disqualification from the selection process.***

5. SELECTION PROCESS

Step II- DP 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 Team Proposals and Fee Proposals** as instructed in this RFP. Finalist interviews will also be conducted by the Owner. The successful DP will be determined from the evaluation of proposals received and interviews.

Criteria for the Evaluation of Project Proposals:

15% Factor: Previous Performance and References of the firm including level of quality of the services of the firm to previous customers, customer's statements of that quality, the firm's ability to meet established time requirements, the firm's response to project needs during design and construction, the firm's control of design schedule, quality and budget. The Owner will use references from stakeholders of the Owner's choosing from previous projects of the finalists, among other information as necessary. This information will be collected by the Selection Committee from project references provided in the RFQ (Step I) submittal.

20% Factor: Design Team Qualifications and Experience of the Proposed Project Team. Experience of the principal, lead designer, and project manager on completed projects of similar size, type, and complexity; assigned team's experience with effective budget and schedule control; availability of the proposed team for this project. Provide information

regarding percentage of the primary team member's time will be committed to this project.

15% Factor: Quality of Proposed Design Plan: The firm's design and detailed work plans; Firm's approach for managing responsibility and accountability for project concerns; Firm's process for effectively resolving issues and maintaining project commitments.

Criteria for the Evaluation of Finalist Interviews:

25% Factor: Methodology Presented: The firm's ability to assure success to complete the project within the time and cost budgeted. The firm's presentation of the proposed design Plan, and the committee's overall impression of the firm and key team members (lead designer, project manager, project director, project executive, etc.)

25% Factor: Team Communications/Project Solutions: The effectiveness in communication of the team members during the interview process, and the firm's ability to effectively answer project questions and provide solutions during the interview.

6. 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. Once the submittal deadline has passed, all submissions will be final. The Owner will not request clarification from individual respondents relative to their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFP, or the project, shall be submitted in writing (email is preferable) to:

Mr. Rod Moore
Georgia Tech - Facilities Design & Construction
955 Fowler St., N.W.; Room 321
Atlanta, Georgia 30332-0410
e-mail: rod.moore@facilities.gatech.edu

The deadline for submission of questions relating to the RFP is the time and date shown in the *Schedule of Events (Section 3)*. *All relevant questions and requests for clarification received by the Institution in writing, prior to the deadline will be compiled, and answers will be posted on the Georgia Procurement Registry as an addendum to the original solicitation for services at <http://ssl.doas.state.ga.us/PRSapp/>.* Any proposer exceptions to the RFP requirements or 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.

7. INSTRUCTIONS FOR PREPARING DESIGN TEAM PROPOSALS

Design Team Proposals must be prepared in a manner that when printed would typically fit on standard (8 ½ x 11") paper. Proposal responses **should not exceed 40 pages** and use a minimum 11-point font. Submittals that include qualifications of more than one firm shall not exceed the page limit. All exhibits or other enclosure information required count towards the page limit. All pages count regardless of content. Emphasis should be on completeness, relevance, and clarity of content.

To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. The content of all Project Proposals must be categorized and numbered as outlined in the following "DESIGN TEAM PROPOSAL DELIVERABLES", and must address in a responsible and responsive manner all requested information:

DESIGN TEAM PROPOSAL
(DELIVERABLES “D”, and “E” FOR FINALIST FIRMS ONLY)

Emphasis should be on completeness, relevance, and clarity to content. The content of all Statement of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information.

D. Qualifications and Experience of Proposed Design Team

- D1 Describe your firm's proposed organization for the design team. Please designate all specific individuals and their roles on your team by submitting an organizational chart for the project: At a minimum, the project organization chart shall show the names of key designers and staff; descriptions of responsibilities for all proposed staff.
- D2 Please provide for each of the above personnel current resumes listing relevant project experience and percentage of the person's time to be committed to this project.
- D3 Please identify the individual who, *from project start to finish*, will be the leader of your team and the principal point of contact between your firm and the BOR and the Using Agency. 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. This individual's competence, his/her leadership, and his/her ability to achieve *customer satisfaction* will be heavily considered in the selection.
- D4 Provide examples of your team's *recent* experience in similar projects, including the following information:
 - a. Provide detailed information on the three most recent relevant projects your firm has completed with proposed team members working together. Include the total value of the project, dates of the project, quantity of change orders or amendments to the contract and net total cost increase. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of Client's representative (with a current phone number) who is most familiar with your performance on the project. Summarize successes achieved and problems encountered with the project.
 - b. Provide a reference from the Client and any other stakeholders (with current phone numbers) familiar with your performance on each of the above projects.
 - c. List the individuals who served as the Principal Architect/Executive/Director, lead designers, project manager, and other key roles on the projects. Please note whether these individuals are still employed with your firm. Identify and provide detailed information on projects in which all or any combination of members of the proposed team has worked together on.
 - d. Provide detail information on the level of experience team members have with the design of facilities similar to this project; include the project name and project type. To the degree applicable to this type project.

E. Design Plan

- E1 Provide a statement of your definition of your firm's proposed overall role in this project, your anticipated level of management responsibility and accountability for project concerns. Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the BOR, Using Agency, and others as applicable. Provide detailed procedures for routine solving of complex project issues without compromising your team commitments. Provide your proposed methods and plans of communication.
- E2 Provide your proposed timeline covering the scope of design and a detailed work plan for the project. Each milestone must include the detailed steps describing the tasks to be done. Describe systems and procedures your firm uses to manage the design schedule. Describe alternatives that may be explored to shorten the schedule.

- E3 Please explain your process for construction administration.
- E4 Provide your detailed plan for applying any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

8. SUBMITTAL OF DESIGN TEAM PROPOSALS

Proposals must meet the requirements of this section to be considered. The response to this 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. Submittals must be on standard 8.5x11" paper with pages numbered. A table of contents, with corresponding tabs should be included to identify each section. Limit the number of pages for this RFP response to 40 - inclusive of all materials, except tab pages. Please include only the information requested in your Proposal submittal. Submittals shall consist of three (3) complete copies and one (1) electronic copy (.pdf format on a disk - 5 MB or less).

GT encourages firms to submit using 100% recyclable materials printed on two sides on plain paper. Plastic or metal spiral bindings and notebooks are discouraged. A single clip is requested for ease of disassembly for recycling is encouraged.

It is the sole responsibility of the Proposer to assure delivery by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No Design Team Proposals will be accepted after the time stipulated above. Submittals will not be accepted via facsimile or fax.

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.

9. PRESENTATION/ INTERVIEW INFORMATION

Interview Format

Firms selected to make presentations shall be notified by the Invitation to Interview letter issued by the Selection Committee Manager. The Invitation to Interview letter shall designate a place and time for the interview session. The time allotted to each firm to present and be interviewed will be in accordance with the State Construction Manual. The Invitation letter will specify the manner in which the presentations will be conducted.

- The interview will last a total of 55 minutes (5 minutes for setup, 25 minutes for the presentation, 20 minutes reserved for questions and answers and the last 5 minutes for knock down). The Selection Committee will consist of representatives of the institution.
- Electronic presentations, such as PowerPoint presentations are also allowed.
- GT will typically have a screen and projector available in the interview room. Nevertheless, presenters must be prepared with their own projector, flash drive and laptop computer in case unforeseen technical difficulties are encountered.
- The presentation may involve flip charts or boards along with the oral presentation.
- All members of the Selection Committee will be present during all of the presentations and interviews.
- Firms are not allowed to address any questions, prior to the interview, to anyone other than the designated contact.

Interview Requirements

The primary intent of the formal interview process is to provide the Selection Committee with in-depth and clarifying information about the firm. Information provided should assist the Selection Committee 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 designing and administrating the construction, schedule, and quality on the project; and
- Unique characteristics or services the firm offers
- Specific roles of your team members

Firms are discouraged from reviewing general company history and past experience as submitted in Statements of Qualifications or Project Proposals unless this information is particularly relevant to the presentation. All key personnel should be present at the interview to discuss how the team will successfully complete the project.

10. SUBMITTAL OF FEE PROPOSALS

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 opaque envelope and shall not include any project proposal information. **Firms must use “Design Professional Fee Proposal” form (included as an Exhibit to this RFQ/RFP).** No sealed fee proposal will be opened until one firm has been judged to be the top ranked firm. Subsequently, only the fee proposal from that top ranked firm will be opened. Please understand that this proposal constitutes a starting point for negotiation toward an eventual agreement on fees.

Final Selection

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the best-qualified firm to finalize the terms and conditions of the contract. In the event a satisfactory fee agreement cannot be reached with the highest ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm and so on until a mutual agreement is established and the Owner awards an architectural services contract. For Part A - Programming and Conceptual Design services, the contract will be the BOR's **General Consultant Contract - Single Project Lump Sum (Not for reliance on Georgia Licensed or Registered Professional's seal).**

11. 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 3). 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.

Restriction of Communication

From the issue date of this (RFP/RFQ) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee, the Institution, or BOR, except for submission of questions as instructed in the RFQ, or during the proposer's conference (if

applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

Submittal Costs and Confidentiality

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.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or 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.

Reciprocal Preference Law

For the purposes of evaluation only, a proposer that resides in the State of Georgia will be granted the same preference over proposers that reside 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 State to proposers that reside therein. For the purposes of this law, the definition of a resident proposer is one who maintains a place of business with at least one employee inside the State of Georgia. A P.O. Box address will not satisfy this requirement.

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.

Minority and Small Business Enterprise

It is the policy of the State of Georgia that minority-owned business enterprises (MBE), woman-owned business enterprises (WBE) and small business enterprises (SBE), have a fair and equal opportunity to participate in the State purchasing process. Therefore, the Owner encourages all MBE, WBE and SBE to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit MBE, WBE and SBE in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development. Contractors and subcontractors who utilize qualified minority subcontractors may qualify for a Georgia state income tax credits for qualified payments made to minority subcontractors. See Official Code of Georgia Annotated (O.C.G.A.) O.C.G.A. Section 48-7-38. For more information, please contact:

The Governor's Entrepreneur and Small Business Office
75 Fifth Street, Suite 825
Atlanta, Georgia 30308
Phone: 404-962-4071
<http://www.georgia.org/Business/SmallBusiness/>

Statement of Agreement

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

CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____(title) of _____(firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for proposals is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer has not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer has not in the immediately preceding five years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Board of Regents may, by means that the Board of Regents deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Board of Regents or their agents may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the Owner to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Signature

Sworn and subscribed before me

This ____ day of _____, 2016.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

EXHIBIT "B"
CONTRACTOR AFFIDAVIT AND CERTIFICATE OF COMPLIANCE
GEORGIA SECURITY AND IMMIGRATION CERTIFICATION
(FEDERAL AND STATE WORK AUTHORIZATION PROGRAMS)

STATE OF GEORGIA;
COUNTY OF FULTON:

PROJECT NO. 0320-2016
PROJECT NAME: GTRI COBB SOUTH CAMPUS
L-22 OFFICE BUILDING RENOVATION
L-12 WAREHOUSE RENOVATION
L-59 TRAINING FACILITY RENOVATION

CONTRACTOR AFFIDAVIT, CERTIFICATE AND AGREEMENT

COMES NOW before me, the undersigned officer duly authorized to administer oaths, the undersigned contractor ("Contractor"), who, after being duly sworn, states, warrants, agrees and certifies as follows to the Board of Regents of the University System of Georgia ("Owner"), and UNIVERSITY OF NORTH GEORGIA ("Using Agency"):

1.

By executing this affidavit, Contractor verifies and warrants its compliance with O.C.G.A. §13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.01, and the U.S. Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603. Contractor must register and verify information of all new employees at <https://www.vis-dhs.com/EmployerRegistration> (the E Verify program) or any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program to verify information of newly hired employees, pursuant to the IRCA. Contractor affirmatively certifies that it has registered with and is participating in a federal work authorization program in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, as initialed below.

2.

Contractor verifies and warrants it employs the following employees as of this date and meets or shall meet the requirements set forth above by the deadline for the category initialed below:

Contractor utilized the following federal verification program:

_____ <https://www.vis-dhs.com/EmployerRegistration> (E Verify program)
_____ Other: _____

Verification Program User ID or Registration No.:

3.

The Contractor further warrants and agrees that all subcontractors, suppliers and consultants contracted in connection with the provision of materials and equipment or performance of services or work for the Project described above shall be required prior to the commencement of any work on the project to supply the Subcontractor Certification verifying compliance with O.C.G.A. §13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.01, and the U.S. Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603 and paragraph 5 below. Subcontractor must register and verify information of all new employees at <https://www.vis-dhs.com/EmployerRegistration> (the E Verify program) or other federal verification program. The affidavit must contain the certifications required by Georgia Department of Labor Rule 300-10-1-.08 and the requirements set forth herein. The Contractor shall maintain records of compliance and provide a copy of each such certification to the Owner and Using Agency as set forth in paragraph 5 below. Contractor warrants that Contractor has

included this requirement in all written agreements with any subcontractors engaged to perform services for this Project.

4.

The Contractor further warrants and agrees to comply with the President's Executive Order 13224, which mandates that no U.S. company shall do business with any person (Prohibited Person) who has been determined to have committed, or pose a risk of committing or supporting terrorist acts, and those identified on the list of Specially Designated Nationals and Blocked Persons, generated by the Office of Foreign Assets Control ("OFAC"). The OFAC list is updated regularly, and an up-to-date OFAC list can be obtained from the U.S. Department of the Treasury website at <http://www.ustreas.gov/ofac>. This Executive order extends to "Affiliates," which includes any other person or entity who, directly or indirectly, is in control of, is controlled by or is under common control with any Prohibited Person. A copy of the Executive Order can be obtained at <http://www.ustreas.gov/offices/enforcement/ofac/sanctions/terrorism.html> and the USA Patriot Act of 2001, restricting terrorist groups' access to financial resources in the United States can be obtained at http://www.fincen.gov/pa_main.html for review. The Contractor agrees to review its subcontracts and other agreements annually with the Treasury website for compliance, and maintain a record of its reviews.

5.

Contractor warrants and agrees that it shall submit, and shall ensure all its subcontractors and suppliers submit, the required certifications and verifications (i) at contract execution prior to commencing work or services; (ii) upon the completion or termination of the contract; and (iii) and recertified as of July 15 of each year during the term of the Project. The required certificates must be filed with the Owner and Using Agency and copies maintained by the Contractor in its Project files and retained for audit as specified in the Project contract. State officials, including officials of the Georgia Department of Labor, officials of the Owner, retain the right to inspect and audit the Project Site and employment records of the Contractor, subcontractors, suppliers and consultants without notice during normal working hours until Final Completion, and as otherwise specified by law and by Rules and Regulations of the Georgia Department of Labor.

Contractor Name:

Street / Mailing Address:

City, State, Zip:

Telephone Number:

Facsimile Number:

Email Address:

FURTHER AFFIANT SAYETH NOT.

Company Name

By: _____

Name - Title

Sworn to and subscribed before me
by the affiant named above as of this

_____ day of _____, 20__

Notary Public

My commission expires: _____

“EXHIBIT C”

CM/GC FEE PROPOSAL

Submit In a Sealed Envelope with Attachments A & B at time of Interview

BR-30-1607

“GTRI COBB SOUTH CAMPUS”

L-22 Office Building Renovation

L-12 Warehouse Renovation

L-59 Training Facility Renovation

Georgia Institute of Technology

Atlanta, Georgia

1. CM/GC’S FEE:

Basis of Fee: The CM/GC’s fee is the amount, established by and agreed to by both parties, which is the full amount of compensation due to the CM/GC 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 CM/GC performs all the requirements of the Contract Documents within the time limits established. (See Article 4.1.1 of the General Requirements.) If applicable, the fees and costs should be broken down by each site within a multi-site project.

A. PRECONSTRUCTION FEE:

Pre-Construction Fee: For the pre-construction consulting services provided by CM/GC as set forth in Section 2, Parts 1 and 2 of the General Requirements, and as described in Paragraph 4.1.1.1(b), Owner shall pay to CM/GC a Preconstruction Fee:

	TOTAL
Pre-Construction Fee	\$

B. CONSTRUCTION FEE:

Construction Fee: For the construction services provided by CM/GC as set forth in Section 3, Part 1 of the General Requirements, and as described in Paragraph 4.1.1.1(b) Owner shall pay to CM/GC a Construction Fee:

	TOTAL
Construction Fee	\$

2. CM/GC’S EXPENSES AND OVERHEAD COSTS: (Preconstruction and Construction):

The CM/GC’s Overhead Costs. The maximum amount for the CM/GC’s Pre-Construction Costs and Expenses and Construction Overhead Costs are inclusive of all direct and incidental expenses are as described in Paragraph 4.1.1.2.

	AMOUNT
A. Maximum Pre-construction Costs & Expenses (From Attachment A. Do not include the Pre-Construction Fee in this amount)	\$
B. Maximum Construction Overhead Costs (From Attachment B. Do not include the Construction Fee in this amount)	\$
Total Maximum Overhead Cost (Sum of A & B)	\$

CM/GC

By: _____
Name and Title of CM/GC Officer

EXHIBIT D - ATTACHMENT "A"

PRECONSTRUCTION COSTS AND EXPENSES BREAKDOWN											
Description	Qty	Unit	Labor*	Mat'l**	Sub	Labor Subtotal	Mat'l Subtotal	Sub Subtotal	Total	Notes	
A. Preconstruction - Supervision & Management:											
1 Senior Project Mgr.		mos				\$0	\$0	\$0	\$0		
2 Project Mgr.		mos				\$0	\$0	\$0	\$0		
3 Preconstruction Manager		mos				\$0	\$0	\$0	\$0		
4 Project Supt.		mos				\$0	\$0	\$0	\$0		
5 Cost Control		mos				\$0	\$0	\$0	\$0		
6 Scheduling		mos				\$0	\$0	\$0	\$0		
7 Secretary		mos				\$0	\$0	\$0	\$0		
8 Consultant		mos				\$0	\$0	\$0	\$0		
9 Other (Identify)		mos				\$0	\$0	\$0	\$0		
Subtotal									\$0		

B. Preconstruction - Miscellaneous											
10 Office Supplies		mos				\$0	\$0	\$0	\$0		
11 Postage & Shipping		mos				\$0	\$0	\$0	\$0		
12 Blueprint/Photostat.		ls				\$0	\$0	\$0	\$0		
13 Phone Charges		mos				\$0	\$0	\$0	\$0		
14 Phone Charges-Long Dist.		mos				\$0	\$0	\$0	\$0		
15 Courier Service		mos				\$0	\$0	\$0	\$0		
16 Travel Expenses		mos				\$0	\$0	\$0	\$0		
17 Other (Identify)		mos				\$0	\$0	\$0	\$0		
Subtotal									\$0		

TOTAL ALL PRECONSTRUCTION COST AND EXPENSES									\$0
--	--	--	--	--	--	--	--	--	------------

EXHIBIT E - ATTACHMENT "B"

In all applicable costs, any attempts to reclassify any of these items as "Fee", "Cost of Work", or "By Others" will be treated as a non-responsive proposal.

CONSTRUCTION OVERHEAD COST BREAKDOWN

Description	Qty	Unit	Labor*	Mat'l**	Sub	Labor Subtotal	Mat'l Subtotal	Sub Subtotal	Total	Notes
Site Supervision & Management:										
Senior Project Mgr.		mos				\$0	\$0	\$0	\$0	
Project Mgr.		mos				\$0	\$0	\$0	\$0	
Project Supt.		mos				\$0	\$0	\$0	\$0	
Asst. Project Supt.		mos				\$0	\$0	\$0	\$0	
Area Supt.		mos				\$0	\$0	\$0	\$0	
Secretary		mos				\$0	\$0	\$0	\$0	
Project Engineer		mos				\$0	\$0	\$0	\$0	
Engineer or Eng. Company		mos				\$0	\$0	\$0	\$0	
Cost Control		mos				\$0	\$0	\$0	\$0	
Safety Engineer		mos				\$0	\$0	\$0	\$0	
Scheduling		mos				\$0	\$0	\$0	\$0	
Purchasing		mos				\$0	\$0	\$0	\$0	
Project Accountant		mos				\$0	\$0	\$0	\$0	
Subtotal									\$0	

Site Office Expense:

Job Office Trailer Rent		mos				\$0	\$0	\$0	\$0	
Office Jobsite Build Out		ls				\$0	\$0	\$0	\$0	
Office Jobsite Set-up		ls				\$0	\$0	\$0	\$0	
Temp. Const. Trailer/Storage		ea				\$0	\$0	\$0	\$0	
Office Furniture		ls				\$0	\$0	\$0	\$0	
Office Machines/Equip.		mos				\$0	\$0	\$0	\$0	
Copy Machines/Maintenance		mos				\$0	\$0	\$0	\$0	
Office Supplies		mos				\$0	\$0	\$0	\$0	
Janitor/San. Supplies		mos				\$0	\$0	\$0	\$0	
Postage & Shipping		mos				\$0	\$0	\$0	\$0	
First Aid/Med. Treat.		mos				\$0	\$0	\$0	\$0	
Telephone System		ls				\$0	\$0	\$0	\$0	
Phone Installation		ls				\$0	\$0	\$0	\$0	
Phone Charges		mos				\$0	\$0	\$0	\$0	
Phone Charges-Long Dist.		mos				\$0	\$0	\$0	\$0	
Radio Communications		ea				\$0	\$0	\$0	\$0	
Radio Maintenance		ls				\$0	\$0	\$0	\$0	
Computer-PCS		mos				\$0	\$0	\$0	\$0	
Computers		mos				\$0	\$0	\$0	\$0	
Software		allow				\$0	\$0	\$0	\$0	

In all applicable costs, any attempts to recategorize any of these items as "Fee", "Cost of Work", or "By Others" will be treated as a non-responsive proposal.

CONSTRUCTION OVERHEAD COST BREAKDOWN

Description	Qty	Unit	Labor*	Mat'l**	Sub	Labor Subtotal	Mat'l Subtotal	Sub Subtotal	Total	Notes
MIS Charges		mos				\$0	\$0	\$0	\$0	
Temp. Electric-Office		mos				\$0	\$0	\$0	\$0	
Security-Office		mos				\$0	\$0	\$0	\$0	
Water - Field Office		mos				\$0	\$0	\$0	\$0	
Subtotal									\$0	

Safety & Security:

Safety Incentives		ls				\$0	\$0	\$0	\$0	
Watchman/Guard Ser.		ls				\$0	\$0	\$0	\$0	
Traffic Control		ls				\$0	\$0	\$0	\$0	
Safety Equipment		ls				\$0	\$0	\$0	\$0	
Rainwear/Hardhats, etc.		ls				\$0	\$0	\$0	\$0	
Drug Testing		ea				\$0	\$0	\$0	\$0	
Subtotal									\$0	

Bonds & Insurance:

Perform. & Payment Bonds		mos				\$0	\$0	\$0	\$0	
Workers Comp. Insurance		mos				\$0	\$0	\$0	\$0	
Liability Insurance		mos				\$0	\$0	\$0	\$0	
Fed. & State Unemployment		mos				\$0	\$0	\$0	\$0	
FICA		mos				\$0	\$0	\$0	\$0	
Builders Risk Insurance		mos				\$0	\$0	\$0	\$0	
Subtotal									\$0	

Miscellaneous

Off-Site Parking		mos				\$0	\$0	\$0	\$0	
Ceremony Expense		ls				\$0	\$0	\$0	\$0	
Vehicle for On-Site Project Manager		mos				\$0	\$0	\$0	\$0	
Vehicle for On-Site Superintendent		mos				\$0	\$0	\$0	\$0	
Vehicle Repairs/Maintenance		ls				\$0	\$0	\$0	\$0	
Water - Coolers		mos				\$0	\$0	\$0	\$0	
Water Barrels		mos				\$0	\$0	\$0	\$0	
Ice Machine		mos				\$0	\$0	\$0	\$0	
Ice and/or Cups		ls				\$0	\$0	\$0	\$0	

In all applicable costs, any attempts to recategorize any of these items as "Fee", "Cost of Work", or "By Others" will be treated as a non-responsive proposal.

CONSTRUCTION OVERHEAD COST BREAKDOWN

Description	Qty	Unit	Labor*	Mat'l**	Sub	Labor Subtotal	Mat'l Subtotal	Sub Subtotal	Total	Notes
Temporary Toilets Install		ea				\$0	\$0	\$0	\$0	
Temporary Toilets		mos				\$0	\$0	\$0	\$0	
Cold Weather Protection		ls				\$0	\$0	\$0	\$0	
Temp. Heat for Bldg.		ls				\$0	\$0	\$0	\$0	
Job Signs		ea				\$0	\$0	\$0	\$0	
Progress Photos		ea				\$0	\$0	\$0	\$0	
Extra Plans & Specs.		ea				\$0	\$0	\$0	\$0	
Blueprint/Photostat.		allow				\$0	\$0	\$0	\$0	
Temp. Electric -Building		mos				\$0	\$0	\$0	\$0	
Building Permit		ls				\$0	\$0	\$0	\$0	
Plan Check Fees		ls				\$0	\$0	\$0	\$0	
Subtotal									\$0	

TOTAL ALL CONSTRUCTION OVERHEAD COSTS: \$0

EXHIBIT F: PROJECT COST MATRIX

The spaces marked with an "X" below indicate where the Owner wishes to allocate costs for the project. Please follow this as a guide in preparing your cost proposal for the project.

Project No. 0320-2016, GTRI Cobb South Campus

Georgia Institute of Technology, Atlanta, Georgia

I. Site Supervision & Management:	Construction Fee	General Conditions	Cost of Work	By Others
Project Executive	X			
Corporate Executives	X			
Legal Services	X			
Senior Project Mgr.		X		
Project Mgr.		X		
Project Supt.		X		
Asst. Project Supt.		X		
Area Supt.		X		
Secretary		X		
Project Engineer		X		
Engineer or Eng. Company		X		
Cost Control		X		
Safety Engineer		X		
Scheduling		X		
Purchasing		X		
Project Accountant		X		
Rodman			X	

II. Site Office Expense:	Construction Fee	General Conditions	Cost of Work	By Others
Job Office Trailer Rent		X		
Office Jobsite Build Out		X		
Office Jobsite Set-up		X		
Temp. Const. Trailer/Storage		X		
Office Furniture		X		
Office Machines/Equip.		X		
Copy Machines/Maintenance		X		
Office Supplies		X		
Janitor/San. Supplies		X		
Postage & Shipping		X		
First Aid/Med. Treat.		X		
Telephone System		X		
Phone Installation		X		
Phone Charges		X		
Phone Charges-Long Dist.		X		
Radio Communications		X		
Radio Maintenance		X		
Computer-PCS		X		
Computers		X		
Software		X		
MIS Charges		X		
Temp. Electric-Office		X		
Security-Office		X		
Water - Field Office		X		

Corporate Executives	X			
----------------------	---	--	--	--

III. Safety & Security:	Construction Fee	General Conditions	Cost of Work	By Others
Safety Incentives		X		
Watchman/Guard Ser.		X		
Traffic Control		X		
Safety Equipment		X		
Rainwear/Hardhats, etc.		X		
Drug Testing		X		
Fences & Gates			X	
Fire Protection, Extinguishers, Barrels			X	
Covered Walkways			X	
Roadway Maintenance			X	
Sidewalk Barricades			X	
Safety Railings			X	
Opening Closures			X	
Weather Protection			X	
Ladders & Stairs			X	

IV. Cleaning:	Construction Fee	General Conditions	Cost of Work	By Others
Trash Bin Rent/Haul			X	
Trash Chutes/Hoppers			X	
Dump Fees/Hauling			X	
Dust Barricades			X	
Daily Cleaning			X	
Final Cleanup-Building			X	
Window/Skylight Cleaning			X	

V. General Equipment:	Construction Fee	General Conditions	Cost of Work	By Others
Small Tools/Expendables			X	
Survey Equipment			X	
Hoist/Operator			X	
Hoist Service			X	
Erect/Dismantle Hoist			X	
Temp. Elev. & Operator			X	
Rapair Cab/Temp. Elev.			X	
Protect Perm. Elevator			X	
Fuel/Oil/Grease			X	
Forklift Rental			X	
Contractor Equipment License			X	
Contractor Equipment Permits			X	
Tower Crane Service			X	
Erect/Dismantle Crane			X	
Crane Rental/Operator			X	
Construction Equipment			X	

VI. Bonds & Insurance:	Construction Fee	General Conditions	Cost of Work	By Others
Perform. & Payment Bonds		X		
Workers Comp. Insurance		X		
Liability Insurance		X		
Fed. & State Unemployment		X		
FICA		X		
Builders Risk Insurance		X		

Corporate Executives	X		
----------------------	---	--	--

Corporate Executives	X			
----------------------	---	--	--	--

VII. Miscellaneous:	Construction Fee	General Conditions	Cost of Work	By Others
CM General Overhead Cost	X			
CM Profit Margin	X			
Costs Over GMP	X			
Project Staff Living Expenses	X			
Executive Travel	X			
Air Fare	X			
Car Rental	X			
Hotel	X			
Meals	X			
Project Staff Moving Expenses	X			
Warranty Work	X			
Off-Site Parking		X		
Ceremony Expense		X		
Vehicle for On-Site Project Manager		X		
Vehicle for On-Site Superintendent		X		
Vehicle Repairs/Maintenance		X		
Water - Coolers		X		
Water Barrels		X		
Ice Machine		X		
Ice and/or Cups		X		
Temporary Toilets Install		X		
Temporary Toilets		X		
Cold Weather Protection		X		
Temp. Heat for Bldg.		X		
Job Signs		X		
Progress Photos		X		
Extra Plans & Specs.		X		
Blueprint/Photostat.		X		
Temp. Electric -Building		X		
Building Permit		X		
Plan Check Fees		X		
Temporary Roads			X	
Project Taxes			X	
Moving Coordination & Costs for Project			X	
Materials Incorporated Into the Building			X	
Corrective Work			X	
Punchlist Work			X	
Advertising for Bids			X	
Soils Testing & Investigation				X
Construction Materials Testing				X
Special Inspections				X
Water Connection Fees				X
Sanitary Connection Fees				X
Storm Connection Fees				X
Gas Service Fees				X
Power Service Fees				X

Exhibit "G"

BR-30-1607, Campus Safety Facility, Georgia Institute of Technology

Proposer's Disclosure Statement

All proposers should be aware that the project you are submitting a proposal on is a public project, and the Owner (BOR) is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, BOR shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal you intend to make for this project, **you must include a Disclosure Statement with your submittal** which answers the following specific questions:

1. Describe any business transactions occurring within the prior two years between your firm and BOR, the Using Agency, or the ultimate end-user of the proposed project.

Insert Response Here

2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to BOR, the Using Agency, or the end-user of the proposed project within the prior one-year period.

Insert Response Here

3. A *conflict of interest* or *potential conflict of interest* is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with BOR, the Using Agency, or the end-user of this project.

Insert Response Here

This Disclosure Statement should be dated and signed by an authorized signator for the Proposer and submitted with the Proposer's Submittal as a deliverable.

Name of Firm

Authorized Signature

Date