

Mayor Jake Ayers
Michael Taylor, Jr., Post 1
Matthew Morgan, Post 2
Mandy Neese, Post 3
Mark Ayers, Post 4
Toni Striblin, Post 5



Lisa Kelly, City Manager
Alex Dixon, City Attorney
111 High St
Hogansville GA 30230-1196
706-637-8629 | cityofhogansville.org

CITY OF HOGANSVILLE, GEORGIA

REQUEST FOR QUALIFICATIONS AND PROPOSALS

TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES

The City of Hogansville is seeking qualifications and proposals from qualified construction companies to provide construction management services on a task order basis. The selected contractor will be offered a one-year contract. Upon mutual written agreement, the City and selected Contractor may extend this contract for an additional year, up to a maximum of four additional years.

The contract will be issued for an indefinite amount of as-needed task orders. The maximum of all task orders issued, including all relevant change orders, shall not exceed \$1,500,000 per yearly contract.

Both performance and payment bonds will be required in an amount equal to 100% for any task order over \$100,000 but may also be required for any other task orders at the sole discretion of the City.

Task orders under this contract will not include routine work that can be accomplished by existing City Public Works staff, nor building inspections performed by the City's contracted building inspector.

Scope of Services

Scope of services may vary from project to project. Projects may consist of, but may not be limited to, certain renovations and related building repair and maintenance work for the various City of Hogansville properties. No actual work may be contracted between the City and contractor unless a project-specific task order is issued by the City and signed by City and Contractor. The Contractor will be responsible for completion of all construction set forth in each task order with adherence to project price, schedule, and all other terms and conditions.

- a. Consultation. Advise City on cost, schedule, delivery method and selection of materials, building systems and equipment for each project. Provide recommendations on constructability, availability of materials and labor, time requirements for procurement; installation and construction; prefabrication; and factors related to construction including but not limited to costs of alternative designs or materials, preliminary budgets and possible cost reductions.
- b. Design Services. Hire and manage an architect or engineer for design services as needed.
- c. Budget and Scope Development. Develop project scopes and construction budgets for each task order.
- d. Contractor and Subcontractor Pre-Qualification. Pre-qualify all contractors and subcontractors to ensure that each has adequate insurance including General Liability, Auto and Workers Compensation, and appropriate staffing and resources to perform their trades.

- e. Projects over \$100,000. For all projects exceeding \$100,000, secure competitive bids for relevant trades. Prepare a scope for each trade on each project; solicit and evaluate bids for scope and price, and make recommendations to the City Manager. Construction Manager shall be allowed to submit bids as needed on trades it performs. Require bonds for any subcontract over \$250,000.
- f. Projects under \$100,000. On smaller projects that do not exceed \$100,000, the Construction Manager shall be allowed to self-perform those projects using its own forces supplemented by other trades such as electrical, mechanical and roofing as needed.
- g. Cost plus Fee for a Guaranteed Maximum Price (GMP). For all capital improvement projects greater than \$100,000, if the City requires a GMP, the Construction Manager shall secure competitive bids to produce the GMP plus Construction Manager's fee percentage.
- h. Project Records. Each task order shall be set up as a single project unless the City requires otherwise. Accounting shall be kept for each project independently of any other project. All information and materials shall become City property and subject to Georgia Open Records law.
- i. Project Schedule. For each task order, prepare a project schedule, incorporating the schedule of any architect and/or engineer the Construction Manager secures for the project. Present the schedule to the City Manager for approval.
- j. Progress Meetings. Organize progress meetings with City. Submit written reports to the City Manager monthly or otherwise if agreed to by the City Manager and Construction Manager, showing estimated percentages of completion.

Proposal Content

Please address the following questions in your proposal.

- 1) Firm's History and Resources. Briefly describe your firm, number of employees, number of years in business, business location(s), and disciplines available to this project.
- 2) Key Personnel. List the key personnel to be assigned to this project, their qualifications, and the role(s) each would perform.
- 3) Relevant Experience. Briefly describe at least three projects with similar scopes. For each, note dates of performance and whether the project is ongoing. Provide a client reference for each, including name, email address, and phone number
- 4) Proposed Fee. List your proposed not-to-exceed fees for this project, including labor, travel, copy costs, etc. Please list your proposed fee structure for task orders that are:
 - \$50,000 or less
 - \$50,001 – \$99,999
 - \$100,000 and over
 - Guaranteed Maximum (Not-to-Exceed) Priced projects over \$100,000.

Proposers should submit three unbound copies of their qualifications/proposal packages in a sealed envelope, on or before 2 pm on June 21, 2023 to:

City of Hogansville
111 High Street
Hogansville, GA 30230
ATTN: Construction Management Proposal

The City of Hogansville reserves the right to waive irregularities or reject all bids. Contract will be awarded to the firm judged most responsive and qualified, with proposed fees included as a consideration.