

**Community Action Development, LLC**

**1 Community Action Drive, Suite A**

**Brunswick, Georgia 31521**

**Request for Proposal**

**for**

***Modular Building Construction and Installation***

***Liberty County Georgia Head Start and Early Head Start***

## **TABLE OF CONTENTS**

1. INTRODUCTION AND GENERAL INFORMATION
2. INSTRUCTIONS TO PROPOSERS
3. PROJECT DESCRIPTION
4. REQUEST FOR PROPOSAL SCHEDULE
5. GENERAL SUBMISSION REQUIREMENTS
6. EVALUATION CRITERIA
7. INSURANCE REQUIREMENTS
8. EXHIBITS
  - a. Exhibit A – Site Map and Modular Building Design
  - b. Exhibit B – Modular Building Specifications
  - c. Exhibit C – Procurement Requirements
  - d. Exhibit D – Contract and Contractor Procurement Review Checklist
  - e. Exhibit E – Wage Rate Requirements
  - f. Exhibit F – Sample Contract Provisions
9. ATTACHMENTS
  - a. Attachment 1 – Proposer’s Information Form
  - b. Attachment 2 – Certificate of Nondiscrimination
  - c. Attachment 3 – Solicitation Package for Covered HUD Funded Activities

## 1. INTRODUCTION AND GENERAL INFORMATION

The Community Action Development, LLC is seeking proposals from qualified contractors to install a modular building (the “Building”) in Liberty County. The Building will include classrooms, offices, lobby, training room, bathrooms, and other similarly purposed spaces for (i) Head Start classrooms for children ages 3-5; and (ii) Early Head Start classrooms for children from birth to age 3.

Attached to this Request for Proposals (this “RFP”) as Exhibit A is the Site Plan showing the proposed location and modular configuration of the Building. Additional specifications for the Building are set forth in Section III below.

## 2. INSTRUCTIONS TO PROPOSERS

### 2.1. Submission of Proposals.

All proposals must be submitted by e-mail to:

Tres Hamilton  
[thamilton@coastalgacia.org](mailto:thamilton@coastalgacia.org)  
912-264-3281

You will receive a confirmation of receipt of the proposal from Tres Hamilton following your submission. Proposals must be received no later than **3:00 pm on November 30, 2017**. All proposals received after that time will not be considered.

Your proposal submission file must be labeled as follows: “[**Name of Proposer**] \_ **RFP for Modular Building Assembly**”. The Proposal must be submitted in one PDF document, including all attachments and exhibits.

The Proposal must be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of The Coastal Georgia Area Community Action Authority, Inc.

### 2.2. Withdrawal of Proposals.

A Proposal may be withdrawn upon request by the Proposer prior to the submission deadline (November 30, 2017). After the submission deadline, withdrawal will only be allowed in cases where a bidder has made an honest mistake not resulting from negligence. The Coastal Georgia Area Community Action Authority, Inc. may, in its discretion, permit withdrawal of a bid when the best interest of the organization would be served.

### 2.3. Amendment of Proposals.

A Proposal may be amended upon request by the Proposer prior to the submission deadline (November 30, 2017). After the submission deadline, no Proposal shall be altered or amended in any fashion.

### 2.4. Questions.

Any questions by the Proposer regarding this RFP or the project must be put in writing and received by the Coastal Georgia Area Community Action Authority, Inc. no later than 3:00 pm on November 10, 2017. Correspondence should be addressed to: Tres Hamilton at [thamilton@coastalgaaa.org](mailto:thamilton@coastalgaaa.org). Questions received after the date and time stated above will not be accepted.

Responses from the Coastal Georgia Area Community Action Authority, Inc. to questions by a Proposer will be communicated to other Proposers by means of the website: [www.coastalgaaa.org](http://www.coastalgaaa.org). Proposers are responsible for regularly checking the website to review questions and responses, if any.

### 2.5. Examination of Proposal Documents.

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- 2.5.1. Have carefully read and fully understand the information that was provided in this RFP.
- 2.5.2. Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- 2.5.3. Represent that all information contained in the proposal is true and correct.
- 2.5.4. Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- 2.5.5. Understand that the Coastal Georgia Area Community Action Authority, Inc. will not reimburse Proposer for any costs incurred in the preparation of the proposal.
- 2.5.6. Reviewed Exhibit A, Exhibit B, Exhibit C, Exhibit D, Exhibit E, and Exhibit F to this Proposal, which are incorporated herein, and agree to comply with all requirements set forth therein.
- 2.5.7. Understand that they are required to comply, and will comply if selected, with the Davis-Bacon Act, as such act is modified and amended from time to time.
- 2.5.8. Understand that the project will be governed by an Agreement and that the Coastal Georgia Area Community Action Authority, Inc. team shall have the sole responsibility to negotiate such an agreement.

2.5.9. Acknowledge that the Coastal Georgia Area Community Action Authority, Inc. has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the Coastal Georgia Area Community Action Authority, Inc. permission to make these inquiries, and to provide any and all related documentation in a timely manner.

## 2.6. Amendment of RFP.

The Coastal Georgia Area Community Action Authority, Inc. reserves the right to amend this RFP. Any and all amendments to this RFP will be posted to the website at: [www.coastalgacaa.org](http://www.coastalgacaa.org). Any amendments to this RFP shall become part of this RFP, and shall be acknowledged and responded to by Proposer. Proposers are responsible for regularly checking the website to review amendments to the RFP, if any.

## 3. **PROJECT DESCRIPTION**

The location of the Building is at Johnson Drive and Highway 17 in the City of Riceboro, Liberty County, Georgia 31523. The scope of work under this RFP is to assemble a modular building and construct the surrounding area as specified in this RFP. Attached hereto as Exhibit A is the Site Plan showing the proposed location and modular configuration of the Building. Additional specifications for the Building are attached hereto as Exhibit B.

The Building is comprised of approximately 25,000 square foot prefabricated modular units, which are to be constructed to include classrooms, offices, lobby, training room, storage, restrooms, etc. The Building must include a commercial kitchen.

The Building and the related construction surrounding the Building must conform in all respects with city, state, local and federal laws, rules, ordinances and regulations. Proposer warrants and represents that Proposer is fully competent to fabricate, construct, and install modular construction buildings which meet all federal, state and local laws, rules, codes, ordinance and regulations applicable to public school buildings for children from birth to age five (5). If selected, Proposer must perform each and every aspect and portion of its work in accordance with professional standards of care customarily provided in fabricating, constructing, and installing modular buildings for public schools for children from birth to age five (5), and ensure that the buildings provided are in compliance with all federal, state, local, county, and city laws, rules, ordinances, standards, regulations, and codes.

In particular, federal and state standards dictate that each Head Start classroom must allow for a minimum of thirty-five (35) square feet per child, with twenty children per Head Start classroom, and must include a restroom in each classroom. Additionally, federal and state

standards dictate that each Early Head Start classroom must allow for a minimum of forty-five (45) square feet per child, and a maximum number of eight (8) children per Early Head Start classroom. Each Early Head Start classroom must have two (2) sinks.

The specifications for each Head Start and Early Head Start classroom are set forth and regulated by licensing standards promulgated by Bright from the Start regulations.

#### 4. REQUEST FOR PROPOSAL SCHEDULE

Task	Date
RFP Issued	November 8, 2017
Deadline for Questions	November 10, 2017
Deadline for Proposals	November 30, 2017
Evaluation of Proposals	Week of December 1, 2017
Proposal Selected	December 8, 2017

The Coastal Georgia Area Community Action Authority, Inc. reserves the right to add, remove, or combine steps in the timeline, and/or compress or extend the timeline as it, in its sole discretion, sees fit. The RFP process shall be conducted in accordance with the Coastal Georgia Area Community Action Authority, Inc.'s procurement requirements, attached hereto as Exhibit C.

#### 5. GENERAL SUBMISSION REQUIREMENTS

##### 5.1. General Requirements.

These guidelines govern the format and content of the proposal, and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the Building requirements and Proposer's approach to successfully provide the services.

Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not related to the RFP and proposal, e.g., generalized brochures, marketing material, etc., will not be considered in the evaluation.

All proposals shall address the following items. The proposals must address the items in the order listed below. Please include a Table of Contents preceding the Chapters. ***For purposes of clarity, the response should be organized as follows:***

##### 5.1.1. Cover Sheet (Proposer Name, Date)

- 5.1.2. Table of Contents
- 5.1.3. Responses to Chapters 1 – 8
- 5.1.4. Executed **Attachment 1** – Proposer’s Information Form
- 5.1.5. Executed **Attachment 2** – Nondiscrimination Certification
- 5.1.6. Executed **Attachment 3** – Solicitation Package for Covered HUD Funded Activities

## 5.2. Submission Chapters

### 5.2.1. Chapter 1 – Proposal Summary.

This Chapter shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Chapter to a total of three (3) pages.

### 5.2.2. Chapter 2 – Profile on the Proposing Firm(s).

This Chapter shall include a brief description of the Proposer’s firm, including firm name, address, phone number, email address and primary contact person; brief firm history, including the current permanent staff size as well as local organization structure; and, a discussion of the firm’s financial stability, capacity and resources.

Additionally, this section shall include a listing of any claim, lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer either as a contractor or subcontractor or by its subcontractors where litigation is still pending or has occurred within the last five (5) years, or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five (5) years.

### 5.2.3. Chapter 3 – Qualifications of the Firm.

This Chapter shall include a brief description of the Proposer’s qualifications and previous experience supplying like services and/or equipment. Include all areas of expertise, scope of services provided, and relevant experience, including description of each project, role of professional for that project and date completed. Include product provided, the total project cost, the period over which the provision and training was completed, and the name, title, phone number and email address of clients to be contacted for references. Give a brief statement of the firm’s adherence to the schedule and budget for each project. Do not list more than five (5) previous projects, and please limit this portion to one (1) page.

Three (3) references from clients with similar projects must be submitted along with the names and telephone numbers of contact persons.

#### 5.2.4. Chapter 4 –Product Description, Work Plan or Proposal.

This Chapter shall present a well-articulated service plan. Include a full description of major services provided, tasks and subtasks. This section of the proposal shall establish that the Proposer understands the objectives and work requirements and Proposer's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services, providing the required product and the firm's ability to meet the schedule, outlining the approach that would be undertaken in providing the requested services.

Describe the project understanding, detailed project approach and methodology. List specific proposed services and support and training services to be provided. Please also provide any innovative approaches to construction or installation which you believe should be considered.

Please limit this portion of your submission to two (2) pages.

#### 5.2.5. Chapter 5 – Project Schedule.

This Chapter shall include a projected timeline for completing the project including the start date, order dates, delivery time, installation, and training, and shall indicate completion dates from date the order is received.

#### 5.2.6. Chapter 6 – Project Staffing.

This Chapter shall discuss how the Proposer would staff this project. Include proposed project management structure, including identification of the project consultant and individuals that will be assigned to the project.

#### 5.2.7. Chapter 7 – Proposal Exceptions.

This Chapter shall discuss any exceptions or requested changes that Proposer has to the RFP conditions, requirements and agreement. If there are no exceptions noted, it is assumed the Proposer will accept all conditions and requirements outlined in the RFP. Items not excepted will not be open to later negotiation.

#### 5.2.8. Chapter 8 – Proposal Costs Sheet and Rates.

This Chapter shall include the proposed costs to provide the services desired. Include any cost and price information, plus a not-to-exceed amount, that would be contained in a potential agreement. The hourly rates may be used for pricing the cost of additional services outlined in the Scope of Work. The cost of the project, including the total hours and hourly rates by staff classification, and the resulting all-inclusive fee for the project must be included. Fees must include all anticipated costs, including out of pocket expenses.



- 5.3. Post-Selection Obligations. If selected Proposer shall be required to (i) provide financial statements to SunTrust Bank; and (ii) provide evidence of insurance as more fully described below in Section 7. Proposer understands that failure to adhere to the requirements set forth in this Section 5.3 will be grounds for disqualification.
- 5.4. Community Development Block Grant Requirements. Proposer understands that the funding for this RFP is partially from a Community Development Block Grant. As such, Proposer understands and agrees that it must (i) submit the Solicitation Package for Covered HUD Funded Activities, attached hereto as Attachment 3, with its proposal, and (ii) if selected, comply with the Wage Rate Requirements outlined in Exhibit E, and agree to the contract provisions set forth on Exhibit F.

## **6. EVALUATION CRITERIA**

### **6.1. Proposal Selection**

The Coastal Georgia Area Community Action Authority, Inc. shall award the bid to the lowest responsible bidder, taking into account price performance and capacity, provided it meets the requirements of the RFP.

### **6.2. Rejection of Proposals**

This RFP does not commit the Coastal Georgia Area Community Action Authority, Inc. to enter into a contract, nor does it obligate the Coastal Georgia Area Community Action Authority, Inc. to pay for any costs incurred in preparation and submission of proposals or in anticipation. The Coastal Georgia Area Community Action Authority, Inc. reserves the right to reject any proposal submitted in response to this RFP, or reject any portion of any proposal, or to waive any informality in any proposal. The Coastal Georgia Area Community Action Authority, Inc. may, in its discretion, upon full examination of the RFP process, response process and/or reasonableness of proposals to meet RFP specifications, reject any and all Proposals.

### **6.3. Disqualification**

Factors, such as, but not limited to, any of the following, may disqualify a proposal without further consideration:

- 6.3.1. Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms or conditions of this proposal;
- 6.3.2. Any attempt to improperly influence any member of the evaluation team;
- 6.3.3. Existence of any lawsuit, unresolved contractual claim or dispute between Proposer related to a similar project;

- 6.3.4. Evidence of incorrect information submitted as part of the proposal; and
- 6.3.5. Evidence of Proposer's inability to successfully complete the responsibilities and obligations of the proposal.

## **7. INSURANCE REQUIREMENTS**

- 7.1. The selected Proposer, at Proposer's sole cost and expense and for the full term of the agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the insurance requirements outlined below:
  - 7.1.1. Commercial General Liability Insurance policy which provides coverage no less than the following:
    - 7.1.1.1. \$1,000,000 Each Occurrence
    - 7.1.1.2. \$2,000,000 General Aggregate
    - 7.1.1.3. \$2,000,000 Products/Completed Operations Aggregate
    - 7.1.1.4. \$1,000,000 Personal Injury
  - 7.1.2. Business automobile liability insurance policy with policy limits not less than one million dollars (\$1,000,000) per incident.
  - 7.1.3. Statutory workers' compensation and employer's liability coverage for all its employees who will be engaged in the performance of the agreement with policy limits not less than one million dollars (\$1,000,000) per incident.
- 7.2. All policies, endorsements, certificates and/or binders shall be subject to the approval of the Coastal Georgia Area Community Action Authority, Inc. as to form and content. These requirements are subject to amendment or waiver, if so approved in writing by the Coastal Georgia Area Community Action Authority, Inc.
- 7.3. The selected Proposer agrees to provide the Coastal Georgia Area Community Action Authority, Inc. with a copy of said policies, certificates and/or endorsement upon award of contract and prior to commencement of any services.

## **8. EXHIBITS**

- 8.1. Exhibit A – Site Map and Modular Building Design (see attached)
- 8.2. Exhibit B – Modular Building Specifications (see attached)
- 8.3. Exhibit C – Procurement Requirements (see attached)
- 8.4. Exhibit D – Contract and Contractor Procurement Review Checklist
- 8.5. Exhibit E – Wage Rate Requirements

8.6. Exhibit F – Sample Contract Provisions

**9. ATTACHMENTS**

The following attachments must be executed and submitted with each proposal.

9.1. Attachment 1 – Proposer’s Information Form (see attached)

9.2. Attachment 2 – Certificate of Nondiscrimination (see attached)

9.3. Attachment 3 – Solicitation Package for Covered HUD Funded Activities (see attached)

**EXHIBIT A**

**Site Map and Modular Building Design**

**(see attached)**

**EXHIBIT B**

**Modular Building Specifications**

(see attached)

**EXHIBIT C**

**Procurement Requirements**

(see attached)

**EXHIBIT D**

**Contract and Contractor Procurement Review Checklist**

(see attached)

**EXHIBIT E**

**Wage Rate Requirements**

(see attached)



**EXHIBIT F**

**Sample Contract Provisions**

**(see attached)**

**ATTACHMENT 1**

**Proposer's Information Form**

**Proposer (please print):** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Contact person (including title, telephone number, and email address):** \_\_\_\_\_

\_\_\_\_\_

**Proposer, if selected, intends to carry on the business as (check one):**

- Individual
- Joint Venture
- Partnership
- Limited Liability Company
- Corporation

**When incorporated?** \_\_\_\_\_

**In what state?** \_\_\_\_\_

**When authorized to do business in Georgia?** \_\_\_\_\_

**No proposal shall be accepted which has not been signed in blue ink in the appropriate space below:**

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

\_\_\_\_\_  
Name:

Title:

Date:

## ATTACHMENT 2

### Certificate of Nondiscrimination

The Proposer certifies that it does not discriminate in employment of any person because of race, color, gender, age, religion, disability, national origin, ancestry, sexual orientation, housing status, marital status, or familial status; and that it is in compliance with all Federal, State and local laws, directives and executive orders regarding nondiscrimination in employment.

\_\_\_\_\_  
Name:

Title:

Date:

**ATTACHMENT 3**

**Solicitation Package for Covered HUD Funded Activities**

**(see attached)**