



**REQUEST FOR PROPOSALS
TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES**

FOR THE CONSTRUCTION OF:

**Middle School Stadium
On the Campus of
Chapel Hill Middle School**

Douglasville, Georgia

DOUGLAS COUNTY SCHOOL DISTRICT

DOUGLASVILLE, GA

**DCSS Project Number:
27-001**

**DOUGLAS COUNTY SCHOOL DISTRICT
ADVERTISEMENT FOR REQUEST FOR
PROPOSAL
FOR
Middle School Stadium on the Campus of
Chapel Hill Middle School
Construction Management**

The Douglas County School District is hereby seeking proposals from qualified Construction Professional firms to provide Construction Management Services for the Athletic Stadium Construction at Chapel Hill Middle School. The approximate total anticipated budget for all phases of this project is **\$7,000,000.00**.

A Mandatory Pre-Proposal Conference for Construction Professional firms will be held at Chapel Hill Middle School on Tuesday, June 2, 2026 at 11:30am EST. Chapel Hill Middle School is located at 3989 Chapel Hill Rd, Douglasville, GA 30135. Proposals from Construction Professional firms that fail to attend the Pre-Proposal Conference will not be considered and will be returned unopened. The owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the conference by the scheduled start time. **The Pre-Proposal Conference will serve as the only opportunity to visit the site before Proposal submission.**

Responses must be received by the **Douglas County School District at 11490 Veterans Memorial Highway, Douglasville, GA 30134** on or before **Tuesday, July 7, 2026, at 2:00 pm**, after which time and date they will no longer be accepted. Late responses will not be considered and will be returned unopened. To be accepted, all responses must be submitted in a sealed package marked “**Middle School Stadium on the Campus of Chapel Hill Middle School - Construction Management**”. Six (6) copies of each Proposal must be addressed or delivered to:

Dr. Christopher Small
Assistant Superintendent/Operations
Douglas County School District 11490
Veterans Memorial Highway
Douglasville, GA 30134

Oral or telegraphic (including FAX and e-mail) responses are not acceptable.

The Douglas County School District intends to select the most qualified, responsible and responsive Construction Professional firm whose proposal is determined to be the most advantageous to the District for the construction of the above referenced project. Award of the contract will be based on an evaluation of all required submittals and factors noted in the Request for Proposal, the percentage fee for General Conditions and a proposed percentage fee for Overhead and Profit. The proposed fee to be submitted as a part of the CM Proposal will include “Overhead and Profit” to be awarded as a percentage and “General Conditions” awarded as a percentage.

GENERAL INFORMATION

Please direct all questions regarding this advertisement to:

Becky Eigel
Assistant Director of Business Services
Douglas County School District
11490 Veterans Memorial Highway
Douglasville, GA 30134
Email: Becky.Eigel@dcssga.org

No questions other than written will be accepted, and no response other than written will be binding.

Note: Proposal Response Forms (Attachments A – F) should not be modified in any way.

Project Selection Timeline:

Public Advertisement/RFP Available:	Wednesday, May 27, 2026
Mandatory Pre-Proposals Conference:	Tuesday, June 2, 2026 11:30 am EST
Deadline for Written Questions:	Tuesday, June 9, 2026 2:00 pm EST
Answers to Questions Posted:	Friday, June 12, 2026 5:00 pm EST
Proposals Due:	Tuesday, July 7, 2026 2:00 pm EST
Submittal of Board Agenda Item:	Friday, July 17, 2026
Recommendation of Award to Board:	Monday, August 3, 2026
Board Approval:	Monday, August 17, 2026
Proposed CM Notification of Award:	Tuesday, August 18, 2026

The school district reserves the right to amend this RFP up to 72 hours before the Proposal due date. If amendments must be issued within 72 hours of the Proposal due date, the bid opening will be extended for a minimum of 72 hours or up to 7 days. All amendments and additional information will be emailed to proposers of record and posted to the Douglas County School District's website, www.dcssga.org , as well as the Douglas County School District's Bonfire portal, <https://dcssga.bonfirehub.com/portal/?tab=openOpportunities> . Proposers should check these web pages frequently for new information.

Submission of a Proposal authorizes the Douglas County School District to make inquiries concerning the proposer and its officers, agents, and representatives to any persons or firms deemed appropriate by the School District.

Proposals are subject to the Georgia Open Records Act. The Douglas County School District cannot protect proprietary data submitted in Proposals.

Submission of Proposals indicates Proposer's acceptance of the evaluation technique and Proposer's recognition that some subjective judgments must be made by the Douglas County School District during the determination of ranking order and award.

Proposers agree to waive any claims they have or may have against the Owner, its employees, agents, members, representatives, and legal counsel, arising out of or in connection with the administration, evaluation, recommendation or selection of any proposal or qualifications; waiver of any representations under the proposal or documents; accept or reject any proposal or qualifications and award of a contract.

The Douglas County School District reserves the right to select or reject any and all responses as a result of this Request for Proposal. The Douglas County School District is not liable for any costs incurred by any person or firm responding to this Request for Proposal.

The Douglas County School District also reserves the right to negotiate with proposers prior to the award for the purpose of obtaining the best and final offers. Selected proposers may be given an opportunity to participate in negotiations and submission of a best and final offer. The Douglas County School District shall not disclose the contents of proposals to competing proposers during the negotiations. Reference O.C.G.A 36-91-21 for regulations for best and final offers.

The CM shall hold harmless and indemnify the Owner, the Architect, and other design consultants against all claims, suits, actions, costs, council fees, expenses, damages and/or judgments in decrees by reason of persons or property being damaged or injured by the CM or any of the CM employees/subcontractors in any capacity during the progress of the work, whether by negligence or otherwise.

GENERAL REQUIREMENTS

CM Responsibility

The selected CM will be required to assume total responsibility for all services offered in this Proposal. The selected CM will be considered the prime contractor and the sole point of contact with regard to all contractual matters. **The CM shall also be required to obtain at least three bids for each bid package (work category), exclusive of the CM's guaranteed maximum price for the individual bid packages (work categories).** If any bid packages receive less than three qualified bids, the Owner reserves the right to require rebidding these packages.

The CM shall be required to submit a GMP for each bid package (work category) to Douglas County School District prior to the opening of subcontractor bids. All subcontractor bids shall be opened in a location designated by the Douglas County School District and all subcontractor bids shall be opened in the presence of a representative of the Douglas County School District and the Architect.

The CM will not perform any portion of the project with its own forces except as may be mutually agreed to by the owner and the CM and as allowed by the Georgia Department of Education.

If the Owner determines that it would be in the best interest of the Owner to have the CM self-perform any work listed in a proposed Work Category, then the Owner will negotiate the extent of the scope of self-performed work with the CM. Otherwise, the CM cannot self-perform any work listed in a work category.

Individual trade contracts will be between the CM and the Trade Contractors, and subject to the Douglas County School District's approval.

The CM agrees to perform all work in compliance with O.C.G.A.13-10-91, et seq., Georgia Security and Immigration Compliance Act and O.C.G.A. 50-36-1 Verification of Lawful Presence Within United States. **See Attachment "A", "Georgia Security and Immigration Compliance Act" for forms that must be completed and submitted with the Proposal.**

The CM further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Douglas County School District, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Douglas County School District at the time the subcontractor(s) is retained to perform such service.

Required Bonds and Insurance

A **Bid Bond** in the amount of at least 5% of the amount payable by the awarded contract will be required of all proposers. The bond shall be based on the proposer's total fee amount.

The selected CM will be required to provide a 100% Payment and Performance Bond for the entire amount of the cost of construction. **The Proposal shall include a letter from a bonding company indicating its willingness to issue said payment and performance bond for this project.** Bonds for this project shall be issued by a bonding company listed in the current edition of the Federal Register as a surety, must be kept in force for the duration of the contract, executed by a registered agent of the State of Georgia, and be in compliance with Georgia laws. The CM's performance and payment bonds shall be included in the CM's Fee Proposal and shall be stated as a percentage of the overall cost of work.

To adequately protect the interests of the Douglas County School District, the successful Proposer shall procure, and maintain Insurance during the life of the agreement. See **Attachment "B" "Insurance Requirements"** for required coverage.

The successful Proposer will also be responsible for the cost of Builder's Risk insurance. Should the successful Proposer insure the project through the Douglas County School District's carrier, the successful Proposer will be required to reimburse the School District for the expense.

Evidence of required bonds and insurance shall be presented prior to the execution of the contract. The required bond shall be indicated as a single line item on the CMs GMP breakdown, and the bonding amount shall be adjusted by change order when all contract cost are established by procurement of subcontract bids. Insurance policies to be carried under the agreement shall not be changed, canceled, or allowed to expire without thirty (30) days prior written notification to the Douglas County School District.

Should the CM elect to require certain subcontractors to provide Performance Bonds and Labor and Material Payments Bonds, the cost of these subcontractor provided bonds shall be the responsibility of the CM and shall not be included in the GMP. The cost of these subcontractor provided bonds shall be itemized as a separate line item on the subcontractor's Proposal form.

Taxes, Fees, Code Compliance and Licensing

The CM shall be responsible for the payment of any required taxes or fees associated with the execution of the contract. The CM shall also be responsible for compliance with all applicable codes and statutes. All installation and construction work shall be done by subcontractors licensed in the State of Georgia.

Payment

CM shall submit monthly payment applications using AIA G702 and AIA G703 Continuation Sheets in addition to Georgia State Department of Education DE Form 0263, June 2010 Edition.

LIST OF REPRESENTATIVE SERVICES TO BE PROVIDED BY THE CM

Project Planning

1. Evaluate preliminary documents for constructability, value opportunities and scheduling at each phase of design.
2. Participate and assist in planning meetings.
3. Provide estimates at the Construction Document phase and an estimated monthly construction payment schedule to assist the owner with financial budgets.
4. Conduct a Value Engineering review, including Life Cycle Cost evaluations for alternate materials and systems prior to the beginning of the Construction Documents phase.
5. Prepare and submit cash flow analysis to Owner.

Bidding and Awarding Phase

1. Separate construction work, by individual project, into appropriate bid packages See **Attachment "C"**.
2. Develop requirements to assure time, cost, and quality control during construction.
3. Provide an estimated construction schedule, by individual project, for issuance with the bid package.
4. Identify bidders and generate bidder interest, by individual project. For each project, maintain a list of firms contacted and dates of contact for review by the Owner.
5. For each project, schedule and conduct pre-bid conferences in conjunction with the architect and representatives from the School District.
6. Advertise and distribute bidding documents with defined work categories and scopes of work for each work category.
7. Assist in development of necessary addenda and distributing of these addenda to known bidders in coordination with the Architect and Owner.
8. Monitor bidder activity.
9. **Provide GMP to Owner at least two weeks prior to bid opening.**
10. Review and analyze bids and recommend awards.
11. Collect executed contracts, purchase orders, affidavits of assurance, insurance certificates, and performance and payment bonds and distribute copies to Owner, Architect and contractors.
12. Update schedules by individual project.
13. Assist in Pre-Construction meetings.

Construction Phase

1. Maintain staff for construction management to include an on-site Superintendent. Superintendent shall have supervised past projects of equal size and scope and have excellent performance references from the owners for a minimum of three (3) projects within a period of five (5) years maximum. **CM shall submit his proposed project manager, superintendent/superintendents and references for review by the owner and Architect with this Proposal.**
2. Mobilization of job site – Provide and maintain a fully equipped project office facility on-site to perform all required CM duties and meetings and coordination of on-site temporary facilities
3. Assure timely procurement of all required permits.
4. Establish and maintain coordination procedures.

5. Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction, and occupancy.
6. Conduct and record a minimum of monthly job progress meetings following a CM generated agenda with the Architect, Owner and all active trades, and follow-up with distribution of minutes to all parties.
7. Coordinate and log all request for information (RFI's).
8. Maintain a daily log of jobsite activities.
9. Prepare and submit change order documentation for review and approval by the architect and the Douglas County School District. Review change order Proposals to verify validity, purpose, and cost.
10. Maintain a system for review and approval of shop drawings.
11. Maintain written and photographic records and submit routine reports to the architect and the Douglas County School District. Aerial progress photographs should be taken on a monthly basis or more often as changes require.
12. Maintain quality control and ensure conformity to contract documents.
13. Establish and maintain a jobsite safety program.
14. Provide cost control through progress payment review and verification according to the approved schedule and contract amounts.
15. Provide coordination of post completion activities, including the assembly of guarantees, manuals, and the owner's final acceptance.
16. Coordinate and assure timely completion of final punch list.
17. Compile as-built drawings **through-out construction.**
18. Assemble close-out documents and forward to Architect for review and approval.
19. Coordinate any training specified for Owner's personnel.
20. Provide all services listed under "**General Conditions**" in Attachment "D".

Post Occupancy Phase

1. Implement and coordinate the one (1) year warranty and one (1) year warranty inspection with the Owner and Architect.
2. Respond to request for corrections for work items found not to be installed correctly or not functioning properly.
3. Respond to warranty related request by the Owner and Architect.
4. Assist in post-construction review of the facility in coordination with the Owner and Architect

SCOPE OF WORK

The project will consist of the construction of a new middle school stadium at the existing Chapel Hill Middle School, located at 3989 Chapel Hill Road, Douglasville, GA 30135. The new stadium will be constructed in the field behind the school.

The stadium will include the following elements:

- New synthetic turf playing field
- New eight (8) lane track with track and field events
- New concessions, restroom, and dressing room building (approximately 4150 sf)
- New storage building (approximately 1000 sf)
- New entryway canopy arch
- Aluminum grandstands with prefabricated press box
- Field lighting
- Scoreboard
- Soundsystem
- Sanitary lift pump
- Fire alarm and mass notification system with generator

The project is currently in the early Design Development Phase.

Project completion is expected June 2027.

SELECTION PROCESS

The selection of the CM firm will be by an Evaluation Committee consisting of representatives of the Douglas County School District. The Evaluation Committee will receive and review the Proposals.

Phase I - Proposal Evaluation

The Proposals will be evaluated against specified criteria and required submittals to determine the most responsible and responsive firm for this project. The specified criterion is listed as follows:

1. Firm History and Information	25 points
2. Relevant Experience	200 points
3. Financial Information	100 points
4. Claims History	25 points
5. Schedule and Project Approach	100 points
6. Proposed Percentage Fee for General Conditions	25 points
7. Proposed Percentage Fee for Overhead and Profit	25 points
8. Community Involvement	4 points

Total: 504 points

Upon completion of the Phase I – Proposal Evaluation, the Evaluation Committee may recommend a CM to the Board of Education for review and approval. However, the Evaluation Committee may deem it necessary to conduct an additional evaluation of shortlisted CM firms via an interview.

Phase II – Interviews – If deemed necessary by DCSD

CM firms chosen for interviews will be notified of the place and time that the interview will be conducted. Each chosen firm will be given one hour to complete their setup, presentation, questions and knock down. The one-hour time constraint will be strictly enforced. The method of presentation and content of presentation is up to the discretion of each firm. Following these interviews, the Evaluation Committee will recommend a CM to the Board of Education for review and approval.

Negotiation and Signing of Contract

Upon completion of Phase I, and Phase II if required, and the determination that the CM is acceptable to the Douglas County Board of Education, a modified AIA A133 contract will be executed between the selected CM and the DCSD. As the design documents progress, at a time mutually agreed upon by the Owner, the Architect and the CM, a Guaranteed Maximum Price (herein after referred to as GMP) will be prepared by the CM. The GMP shall be submitted to the Douglas County School District for review. The GMP shall include a preliminary schedule of values, a preliminary schedule of work category bid packages and a preliminary monthly cash flow chart. Upon agreement by all parties on the GMP, and acceptance of the GMP by the Board of Education, procurement of subcontract bids and supplier quotes will then commence.

Upon completion of the procurement of subcontractor bids and material prices, the GMP will be updated, and the Mandatory Amendment #1 will be completed, and presented to the Douglas County School District.

If approved by the Douglas County School District, the Amendment will be signed, attached to the contract and shall constitute the full contract for the project. In the event a GMP cannot be agreed upon by all parties, the CM will receive no compensation for pre-construction services.

The GMP shall also include the following contingencies:

- Contractor contingency equal to five percent (5%) of the total construction amount.
- Owner contingency equal to five percent (5%) of the total construction amount.
- FF&E contingency equal to seven percent (7%) of the total construction amount.

All listed contingencies shall be listed in the GMP as separate line item amounts. At the completion of the project, all remaining balances in Allowances and Contingency funds shall be returned to the Owner.

RESPONSE FORMAT AND CONTENTS

General Information

Responses must be submitted in the format outlined in this section. Each response will be reviewed to determine if it is complete prior to actual evaluation. Failure to provide accurate, up-to-date responses to any and all portions of the RFP may result in disqualification without prejudice. The Douglas County School District reserves the right to eliminate from further consideration any responses that are deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the Douglas County School District is that all responses follow the same format in order to evaluate each response fairly. The Douglas County School District may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided.

Proposals will be evaluated in light of the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred.

Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed, it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFP. The RFP and the response will be incorporated into the contract.

Proposals may be modified or withdrawn by written notice received prior to deadline for receipt of Proposals. A Proposal also may be withdrawn in person by a proposer or his authorized representative, provided his identity is made known and he signs a receipt for the Proposal, but only if the withdrawal is made prior to the deadline set for receipt of Proposals.

The Proposal Form **Attachment "F"** shall be signed by such an officer, member, or person as is duly authorized to bind the CM to a contract.

Each Proposer shall provide the Douglas County School District with **six (6)** copies of his/her response. In a separate sealed envelope, provide **three (3)** copies of the Construction Management Services Fee Structure forms. Begin each section and subsection as described herein on a separate page. Number the pages in each section consecutively. Each page shall have the name of the Proposer indicated clearly across the bottom of each page.

Questions that arise prior to the Proposal submittal date shall be submitted in writing to the Douglas County School District Assistant Director of Business Services.

Proposal Format

Cover Letter

Each Proposal shall include a one-page cover letter at the beginning of the Proposal. The cover letter shall include a project title, CM information (including name, address, e-mail address, and telephone and fax number), names, email addresses, and telephone and fax numbers of persons authorized to provide any clarifications required.

Firm History & Information

Briefly describe your firm, its officers and executive management. Furnish an organizational chart for your firm specifically indicating those who will be involved in this program, the amount of time they will be assigned to the program and their specific assignments, the length of time that the current management team has been with the firm and the amount of involvement that senior management will devote to this project. Also, indicate if the firm has failed to complete any work awarded or been removed from any project awarded to the firm.

Relevant Experience

Provide a list of all relative and similar projects completed in the past five (5) years within 100 miles of Douglas County and specifically identify four (4) projects that most closely compare in size and scope to the proposed project. Include the following information:

- Project name and location
- General description (new construction, addition, renovation)
- Project's total square footage
- Project's original budget and final cost
- Percentage of change orders
- Original time schedule and actual completion time
- Reference for the project with name, address and phone number
- Construction delivery method
- Project architect information

Financial Information

Provide a current audited financial statement, balance sheet and income statement for the firm, or firms in the case of a joint venture. The financial statement must be within 6 months of year end, but in no case more than 18 months old.

Provide a compliance letter from your bonding company showing consent to provide 100% Performance and Payment Bonds for the amount of the cost of the work for your services as a Construction Professional and for the construction of the entire project. There is an estimated cost of **\$7,000,000.00** for this project.

Each Proposer shall provide a certificate of insurance detailing their firm's present coverage and limits. Insurance agent shall certify that they are licensed to perform business in the State of Georgia. The certificate of insurance should be addressed to Douglas County School District and be dated within 30 days of the bid date.

Claims History

List all litigations, arbitrations, and mediations in which the firm has been involved in with school systems within the past five (5) years. Indicate the name of each school system, the name of the project, the nature of the claim, and the disposition of each such claim.

Schedule and Project Approach

The project is scheduled for a completion date of June 2027.

CM must provide a schedule for the project. The schedule must take into consideration the design schedule, the Notice to Proceed, occupancy constraints and the Substantial Completion Date. Describe your general approach to the schedule for the project. Describe how your firm intends to manage the preconstruction and construction schedules. Describe alternatives that may be explored to shorten the proposed schedules.

General Conditions Percentage Fee

Provide an itemized listing of General Conditions and the associated cost for each item following the format indicated on **Attachment "D"**. Also provide a percentage for the General Conditions.

Proposed Percentage Overhead and Profit Fee for Reimbursables

Contractor shall stipulate a percentage fee for Overhead and Profit on **Attachment "E"**.

All Fees should be submitted in a separate sealed envelope.

Upon selection, the Owner will attempt to negotiate a contract based on the CM's fee proposal. The Owner has the right to reject the fee proposal and elect to either negotiate a new fee proposal with the selected firm, or enter negotiations with the next highest firm.

Any submitted proposal shall remain valid for 60 days after the proposal due date or until the Owner executes a contract, whichever is sooner. The Owner may, in the event the selected proposer fails to perform and/or the contract is terminated within forty-five days of its initiation, request the proposer submitting the next acceptable proposal to honor its proposal.

E-VERIFY DOCUMENTS (Page 1 of 4)

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT, AS AMENDED BY THE
ILLEGAL IMMIGRATION REFORM ACT OF 2011, O.C.G.A. 13-10-90, ET AL.**

TO ALL PROSPECTIVE SUPPLIERS:

If you are providing services to the Douglas County School District, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your quote/bid/proposal.

- 1) The Douglas County School District shall comply with the Georgia Security and Immigration Compliance Act, as amended, Act O.C.G.A. 13-10-90 et. seq.,
- 2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. 13-10-90 et. seq., (collectively the "Act") the Supplier ("**Supplier**") **MUST INITIAL** the statement applicable to Supplier below:
 - (a) _____ (**Initial here**) Supplier warrants that, Supplier has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Supplier further warrants and agrees Supplier shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et.seq; OR
 - (b) _____ (**Initial here**) Supplier represents and warrants that it has no employees and does not intend to hire employees to perform contractual services and thus has provided a U.S. state-issued driver's license or ID card in lieu of an affidavit if, which license or ID card was issued by a State that verifies lawful immigration status before issuing the license of ID card. If my status changes I will, before hiring any employees, immediately notify the District in writing and provide all affidavits required. (Complete the Affidavit of No Employees); OR
 - (c) _____ (**Initial here**) Supplier represents and warrants that it does not physically perform any service within the State of Georgia pursuant to O.C.G.A. 13-10-90 et al. and thus does not have to comply with the foregoing Georgia law.
- 3) _____ (**Initial here**) Supplier will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Supplier with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et.seq.
- 4) _____ (**Initial here**) Supplier agrees that, if Supplier employs or contracts with any subcontractor in connection with the covered contract under the Act and DOL Rule 300-10-1-.02, that Supplier will secure from each subcontractor at the time of the contract the subcontractor's name and address, the employee-number applicable to the subcontractor, the date the authorization to use the federal work authorization program was granted to subcontractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.2.; and the subcontractor's agreement not to contract with subcontractors unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.
- 5) _____ (**Initial here**) Supplier agrees to provide the Douglas County School District with all affidavits of compliance as required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08 within five (5) business days of receipt.
- 6) _____ (**Initial here**) Supplier is a foreign company and therefore not required to provide the affidavit as required by O.C.G.A. § 13-10-90 *et seq.* Supplier must comply with any other laws required to perform services in the United States, including but not limited to having an appropriate visa.

<i>Company Name / Supplier Name</i>	<i>Title of Authorized Officer or Agent of Supplier</i>	<i>Date</i>
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DOUGLAS COUNTY SCHOOL DISTRICT
DOUGLASVILLE, GEORGIA
BUSINESS SERVICES OFFICE

E-VERIFY DOCUMENTS (Page 2 of 4)

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

- (1) The individual, firm, or corporation ("Supplier") which is contracting with the Douglas County School District has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [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 operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
- (2) Supplier's correct user identification number and date of authorization is set forth herein below.
- (3) Supplier agrees that the Supplier will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Douglas County School District, unless at the time of the contract said subcontractor:
 - (a) is registered with and participates in the federal work authorization program;
 - (b) provides Supplier with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
 - (c) agrees to provide Supplier with notice of receipt and a copy of every subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

Supplier agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification to the Douglas County School District at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

- (4) Supplier further agrees to and shall provide Douglas County School District with copies of all other affidavits or other applicable verification received by Supplier (i.e.: subcontractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

EEV/Basic Pilot Program User Identification Number

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

Company Name / Supplier Name

Project Name

BY: Signature of Authorized Officer or Agent

Date

Title of Authorized Officer or Agent of Supplier

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public

My Commission Expires

DOUGLAS COUNTY SCHOOL DISTRICT

DOUGLASVILLE, GEORGIA
BUSINESS SERVICES OFFICE

E-VERIFY DOCUMENTS (Page 3 of 4)

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

- (1) The undersigned individual, firm or corporation ("Subcontractor") is engaged in the physical performance of services under a contract with _____ (name of contractor), which has a contract with the Douglas County School District.
- (2) Subcontractor has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [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 operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
- (3) Subcontractor's correct user identification number and date of authorization is set forth herein below.
- (4) Subcontractor agrees that the Subcontractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this subcontract or the contract with the Douglas County School District, unless said subcontractor:
 - (a) is registered with and participates in the federal work authorization program;
 - (b) provides Subcontractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
 - (c) agrees to provide Subcontractor with notice of receipt and a copy of every subcontractor Affidavit or other permissible verification procured by subcontractor at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

Subcontractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other applicable verification to the Supplier at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

EEV/Basic Pilot Program User Identification Number

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

Company Name / Sub-contractor Name

Project Name

BY: Signature of Authorized Officer or Agent (of Subcontractor)

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public

My Commission Expires

DOUGLAS COUNTY SCHOOL DISTRICT
DOUGLASVILLE, GEORGIA
BUSINESS SERVICES
OFFICE

E-VERIFY DOCUMENTS (Page 4 of 4)

AFFIDAVIT OF NO EMPLOYEES

The undersigned, in connection with a proposed contract or subcontract with the Douglas County School District for the physical performance of service in the State of Georgia (the "Contract"), hereby affirms and certifies under penalties of perjury that:

- (a) I am a sole proprietor.
- (b) I do not employ any other persons.
- (c) I do not intend to hire any employees to perform the Contract.
- (d) A true, correct and complete copy of my driver's license is attached hereto.
- (e) If at any time hereafter I determine that I will need to hire employees to satisfy or complete the physical performance of services under the Contract then *before* hiring any employees, I will:
 - (i.) immediately notify the School District in writing; and
 - (ii.) register with, participate in and use, a federal work authorization program operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended; and
 - (iii.) Provide the School District with all affidavits required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08.

Print Company Name / Name of Sole Proprietor

Project Name

BY: Signature of Authorized Officer/Agent

Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public

My Commission Expires

[Attach copy of driver's license]

Attachment B

DOUGLAS COUNTY SCHOOL DISTRICT INSURANCE REQUIREMENTS

Upon Notice of Award, Vendor may submit this form to their insurance agent as this form contains requirements that may be non-standard in the insurance industry.

Contractor shall furnish the Douglas County School District certificates of insurance as follows from company or companies acceptable to the Douglas County School District.

A. REQUIRED CERTIFICATES

1. Commercial General Liability Insurance Policy

Vendor shall procure and maintain a Commercial General Liability Insurance Policy, including products and completed operations liability, and contractual liability coverage covering bodily injury, property damage liability and personal injury. The policy or policies must be on any "occurrence" basis unless waived by the Douglas County School District. The policy shall include contractual liability coverage. The policy purchased by the Vendor must be issued by a company authorized to conduct business in the State of Georgia or by a company acceptable to the Douglas County School District. The policy must include separate aggregate limits per project. Excess liability coverage may be used in combination with the base policy to obtain the limits listed below.

Limits

\$1,000,000 per Person

\$1,000,000 per Occurrence

2. Business Automobile Liability Insurance Policy

The Contractor shall procure and maintain a Business Automobile Policy with liability limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence or a policy with a combined single limit of not less than \$1,000,000 covering any owned, non-owned or hired autos. Excess liability coverage may be used in combination with the base policy to obtain these limits.

3. Workers' Compensation Insurance

Workers' Compensation Insurance in accordance with applicable state laws with the following limits:

Limits

Bodily Injury by Accident - \$500,000 each accident

Bodily Injury by Disease - \$500,000 each employee

Bodily Injury by Disease - \$500,000 policy limit

4. Pollution Insurance

a. If the Scope of this Contract includes Site work, Civil Work, Land Disturbance, Landscaping or Underground Utility Work, then Contractor shall provide the following Pollution Insurance:

1. The Contractor shall procure and maintain at the Contractor's own expense Pollution Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 aggregate.

Owner shall be named additional insured on the Pollution Policy.

IF YOUR COMPANY IS EXEMPT FROM WORKERS' COMPENSATION INSURANCE IN ACCORDANCE WITH GEORGIA LAW, PLEASE HAVE YOUR INSURANCE COMPANY SUBMIT A LETTER VERIFYING YOUR EXEMPTION.

- B. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
- C. Certificates shall contain the location and operations to which the insurance applies.
- D. Certificates shall contain Vendor's insurance coverage. If coverage is included in General Liability, please indicate this on the Certificate of Insurance.
- E. Certificates are to be issued to: Douglas County School District
 P.O. Box 1077
 Douglasville, GA 30133
- F. The Contractor shall mail insurance document listed in this form to: Douglas County School District
 Business Services
 P.O. Box 1077
 Douglasville, GA 30133

Attachment C

ESTIMATED MINIMUM BID PACKAGE LIST

Sitework, Grading, Storm Drainage, Erosion Control, Grassing, Tree Protection
Termite Control
Site Concrete & Asphalt Paving
Chain Link Fence
Cast-in-place Concrete
Cast Stone and Unit Masonry
Structural & Miscellaneous Steel
Metal Stair & Railing
Rough Carpentry
Architectural Woodwork
Building Insulation
Exterior Insulation & Finish System
TPO Roof
Hollow Metal Doors & Frames
Wood Doors
Fiberglass Reinforced Doors
Aluminum Windows & Storefronts
Door Hardware
Glass & Glazing
Drywall /Acoustical Ceiling
Hard Tile
Resilient Flooring & Carpet
Athletic Wood Flooring
Painting and Joint Sealant
Markerboards & Tackable Surfaces
Signage
Metal Lockers
Manufactured Canopy Covers
Toilet and Bath Accessories
Wood Laboratory Casework
Display Casework
Elevator
Plumbing, Site Utilities
Fire Protection
HVAC
Electrical System (Including low voltage systems)
Drywall/Acoustical/Metal/Ceiling
Equipment

Attachment D

**CONSTRUCTION MANAGEMENT SERVICES
GENERAL CONDITIONS PERCENTAGE FEE**

Middle School Stadium on the Campus of Chapel Hill Middle School

SUPPLEMENT THIS LIST TO INCLUDE ALL GENERAL CONDITIONS

I. General Conditions

1. Pre-Construction Phase Services
2. Bidding Phase Services
3. Project supervision (specify number of persons on full-time basis).
4. Project Clerical
5. Development of Reports (provide daily and monthly written reports including a daily log and pictorial records of the project progress.)
6. Safety and security measures to include all OSHA requirements.
7. Performance & Payment Bond
8. Payroll Taxes on CM's personnel
9. Builder's Risk Insurance
10. Insurance for Construction Manager, personnel, equipment and building
11. Temporary office trailers, including office equipment and furnishings with office supplies, telephone, fax, utilities and all reimbursables as required.
12. Vehicles for Construction Manager's staff.
13. Installation, maintenance and removal of Temporary Fencing.
14. Project construction signage – include project rendering.
15. Temporary sanitation facilities.
16. Jobsite security
17. Temporary storage for materials purchased by owner with approved purchase orders.
18. Material handling equipment for off-loading and storing owner purchased materials. Subcontractors are responsible for their own materials.
19. Portable construction heat as required.
20. Dump trucks, rubber tire loaders and sweepers for project cleanup; including service, maintenance, gas and oil.
21. Dumpsters, labor, tools, supplies and disposal fees for periodic and final project cleanup.
22. Building layout including engineers, instruments and supplies.
23. All insurance listed in the "General Information" section.
24. All required permits, fees and applicable state and local taxes.
25. Provide EPD storm water monitoring associated with construction activity.
All other testing as stipulated in the contract documents.
26. Travel and living expenses for CM Staff.
27. Itemize any additional General Condition cost not specified above.
28. Temporary water, electrical, telephone and other utilities required during the construction phase.
29. Temporary lighting.
30. Temporary weather protection.
31. Printing cost for submittals and close-out documents. CM is responsible for the cost of printing all construction documents needed for the construction of the project.
32. Preparation of close-out documents, including hard copies and electronic copies.
33. Monthly progress photos.
34. Subcontractor bid advertising cost.
35. On-site and off-site material storage
36. Post-Occupancy/Warranty Phase Services
37. Mobilization and De-Mobilization
38. Final Clean-up
39. Itemize any additional General Condition cost not specified above.
40. Project As-Built to be submitted to DCSD

Middle School Stadium Total General Conditions Percentage Fee: _____%

Proposer: _____

Attachment E

CONSTRUCTION MANAGEMENT SERVICES FEE STRUCTURE

Middle School Stadium on the Campus of Chapel Hill Middle School

Middle School Stadium Overhead and Profit _____%

*Work Categories self-performed by the CM will not receive overhead and profit mark-up.

Alternates and Change Orders

1. Any CM fee for alternates accepted by the owner shall be paid using the percentage stipulated herein.
2. Change Orders will only be considered on Owner requested changes and unforeseeable conditions. For all executed change orders (changes in the work), the contract sum and CM Fee shall be as specified in AIA A201 – 2017 General Conditions, Article 7. Delete from paragraph 7.3.7 the words “the Agreement, or if no such amount is set forth in the agreement, a reasonable amount” and insert the paragraph below:
 - A. In AIA A201 – 2017 General Conditions, paragraphs 7.3.3 and 7.3.7 the allowance for overhead and profit combined, included in the total cost to the owner shall be based on the following:
 - 1) For the Construction Manager, for any work performed by his forces for changes in the work, that percentage for overhead and profit as stated in the CM Proposal Form.
 - 2) For the Construction Manager, for any work performed by his subcontractors for changes in the work, that percentage for overhead and profit shall be no more than as stated in the CM Proposal form.
 - 3) For each subcontractor involved, for any work performed by his own forces for changes in the work, fifteen percent (15%) of the subcontractor’s cost.
 - 4) Overhead and profit is to be applied to only those costs identified in AIA A201 – 2017 General Conditions, paragraph 7.3.7.
 - 5) In order to facilitate checking and verification of change order Proposals for both increases and decreases in the contract amount, all change order Proposals shall be accompanied by a complete cost breakdown of the items in AIA A201 – 2017 General Conditions, paragraph 7.3.7 for both the Construction Manager and the subcontractors.
 - 6) The only allowable mark-up for the cost of changes in the work shall be for overhead & profit as stated in subparagraphs 2.a.

Proposer: _____

Attachment F

CERTIFICATION OF INFORMATION PROVIDED

The information provided herein is accurate to the best of my knowledge and can be accepted by the recipient as a true representation of:

Firm Name: _____

Signed: _____

Position: _____

Date: _____