



RFQ/P

Request for Qualifications and Price Proposal

RFQ/P Item #26-142

CONSTRUCTION MANAGER AT RISK

Augusta Juvenile Justice Center Renovation

Located at 1001 4th Street Augusta, GA

For

Augusta-Richmond County (herein “Augusta”) – Juvenile Court

RFQ/P Due: Tuesday, February 24, 2026 @ 11:00 a.m.

***One Original and One Electronic Version of RFQ/P
on a USB Drive shall be submitted***

Andy Penick
Procurement Director
535 Telfair Street, Suite 605
Augusta, Georgia 30901



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1/15/26

Request for Qualification and Proposal

Sealed proposal will be received at this office until **Tuesday, February 24, 2026 @ 11:00 a.m. and will be opened publicly. Opening may also be viewed via Teams: Meeting ID: 267 573 730 185 0; Passcode: Aw7JR2eu** for furnishing:

RFQ/P #26-142 Construction Manager at Risk for Augusta Juvenile Justice Center Renovations for Augusta-Richmond County (herein "Augusta") – Juvenile Court

Proposals will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of **Andy Penick, Procurement Director**. No proposals will be accepted by email; all proposal must be received by mail or hand delivered. All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

RFQ/P documents may be obtained on the Augusta, Georgia web site under the Procurement Department ARCBid (<http://appweb2.augustaga.gov/NewARCBid/ARCBid.html>), Euna OpenBids (<https://network.demandstar.com>) and Georgia Procurement Registry (<https://ssl.doas.state.ga.us/gpr/index>). RFQ/P documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Suite 605, Augusta, GA 30901. Addenda will also be posted on the above listed website.

Mandatory pre-qualification/proposal conference will be held on Monday, February 9, 2026 @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Suite 605, Augusta, GA 30901. Mandatory Site Visit to follow.

Questions, request for clarifications or interpretations regarding this proposal must be submitted to the Procurement Department:

Augusta Procurement Department
Attn: Tywana Scott
535 Telfair Street - Room 605
Augusta, Georgia 30901
Phone: 706-821-2422
Email: procbidandcontract@augustaga.gov

All request for clarifications or interpretations must for this proposal must be submitted in writing by electronic email to procbidandcontract@augustaga.gov to the Procurement Department on or before the close of business Tuesday, February 10, 2026 @ 5:00 P.M.

No proposal may be withdrawn for a period of ninety (90) days after proposal have been opened, pending the execution of contract with the successful bidder. **A 5% Bid bond is required to be submitted along with the bidders' qualifications. A 100% performance bond and a 100% payment bond will be required for award.**

Invitation for proposal and specifications. An invitation for proposal shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions applicable to the procurement. **All specific requirements contained in this request for qualification/proposal including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the proposal which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFQ/P number on the outside of the envelope.

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.

Bidders are cautioned that acquisition of the proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

No proposals will be accepted by email; all proposal must be received by mail or hand delivered.

Publish:

Augusta Chronicle January 15, 22, 29, 2026 and February 5, 2026

PROCUREMENT DEPARTMENT

ELECTRONIC TEAMS INFORMATION

The Augusta, Georgia Procurement Department conducts Public RFQ/P Pre-Proposal Conferences and Openings to award quality contracts for Augusta. Proposers may participate in our Public RFQ/P Pre-Proposal Conferences and Openings via webcast or teleconference by following the instructions outlined below:

ELECTRONIC RFQ/P INSTRUCTIONS

***RFQ/P Opening - RFQ/P Item #26-142
Construction Manager at Risk for Augusta Juvenile Justice Center Renovations
for Augusta-Richmond County (herein "Augusta") – Juvenile Court***

Tuesday, February 24, 2026 @ 11:00 a.m.

TEAMS RFQ/P Opening:

1. Go to <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting> and enter meeting ID: 267 573 730 185 0
2. Passcode: Aw7JR2eu

For Assistance: Please Contact the Bid and Contract Team at (706) 821-2422

INSTRUCTIONS TO SUBMIT

INSTRUCTIONS TO SUBMIT

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a proposal to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All proposals are governed by the Augusta, Georgia Code.
- 1.2 **Viewing the Augusta Code:** All proposals are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at www.augustaga.gov or <http://www.augustaga.gov/index.aspx?NID=685> **Guidelines & Procedures.**
- 1.3 **Compliance with laws:** The Proponent shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances and rules during the performance of any contract between the Proponent and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proponent and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.
- 1.4 **Proposals For All Or Part:** Unless otherwise specified by Augusta, Georgia or by the proponent, **AUGUSTA, GEORGIA RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON**

ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF AUGUSTA, GEORGIA. Proponent may restrict his proposal to consideration in the aggregate by so stating but must name a unit price on each item submitted upon.

- 1.5 **All protests shall be made in writing to:**

Attn: Andy Penick,
Procurement Director
535 Telfair Street, Suite 605
Augusta, GA 30901
Email: procbidandcontract@augustaga.gov

- 1.6 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.

General Contractors License Number: If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.

Utility Contractor License Number: If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.

- 1.7 **Terms of Contract:** (Check where applicable)
☐ (A) Annual Contract
☐ (B) One time Purchase
☒ (C) Other

Revised: 11/24/2025



NOTICE TO ALL VENDORS

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Attachment B is a consolidated document consisting of:

1. Business License Number Requirement (copy must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Proponent/Offeror
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

Attachment B Must be Notarized & Two (2) Pages Must be returned with your submittal - No Exceptions.

Business License Requirement: Proponent must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain a Richmond County business license if awarded a contract. For further information contact the License and Inspection Department @ 706 312-5050.

Acknowledgement of Addenda: You Must acknowledge all Addenda. See Page 1 of Attachment B.

E-Verify * User Identification Number (Company I.D.) The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU). **Contractors, Bids, RFQ/Ps, RFQ/Ps - Any** contractors performing the physical performance of services" for your city, including those that respond to bids or requests for proposals, must submit an E-Verify affidavit. Your city cannot consider any contractors, even as part of a bidding or RFQ/P process, unless they have given you the appropriate E-Verify contractor affidavits.

The city, each contractor, and each subcontractor have different roles and responsibilities in the E-Verify process. The city collects E-Verify affidavits from the contractor. The contractor collects E-Verify affidavits from its subcontractors. The subcontractors collect E-Verify affidavits from its sub-subcontractors. Independent contractors (those with no employees) do not need to supply E-Verify information. Instead, they will provide a driver's license or state identification card from states on the "compliant" list created by the Georgia Attorney General. Those contractors and subcontractors that fill out the affidavits are responsible for the accuracy of the information. The city does not need to confirm that the E-Verify information is correct. The liability for incorrect information is on the contractor or subcontractor. NOTE: The authorization date can be found within the Memorandum of Understanding (MOU).

Affidavit Verifying Status for Augusta Benefit Application (S.A.V.E. Program) (Must Be Returned With Your Submittal)

The successful proponent will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received)

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor
3. E-Verify MOU (Memorandum of Understanding)



Attachment B

Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Where/How did you hear about this solicitation? _____

Attach a copy of your Business License and your General Contractor License.

If applicable, provide a copy of the following:

Utility Contractors License - MUST BE LISTED ON FRONT OF ENVELOPE

Acknowledgement of Addenda: (#1) ____: (#2) ____: (#3) ____: (#4) ____: (#5) ____: (#6) ____: (#7) ____: (#8) ____:

NOTE: CHECK APPROPRIATE BOX (ES) - ADD ADDITIONAL NUMBERS AS APPLICABLE

Statement of Non-Discrimination

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin, or ethnicity, with regard to prime contracting, subcontracting, or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Proponent

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

Conflict of Interest

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and

2. That no employee of the County, nor any member thereof, not any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID. By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment, or consideration.

Contractor Affidavit and Agreement: Contractor Affidavit under O.C.G.A. § 13-10-91(b) (I)

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, regardless of the number of employees. They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- The Contractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Georgia Law requires your company to have an E-Verify*User Identification Number (Company I.D.) on or after July 1, 2009.

For additional information or to enroll your company, visit the **State of Georgia** website:

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10.1.pdf

Federal Work Authorization User Identification Number: **E-VERIFY REQUIRED FOR ALL CONTRACTS OVER \$2,499.00**

Date of Authorization

**** (E-Verify Number)** _____

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

NOTARY COMMISSIONING

Subscribed and sworn before me on this _____ **day of** _____, 20____

Notary Public

My Commission Expires:

NOTARY SEAL

The undersigned further agrees to submit a notarized copy of Attachment B, and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

You Must Complete and Return the two (2) pages of Attachment B with Your Submittal. Document Must Be Notarized.



Systematic Alien Verification for Entitlements (SAVE) Program

Affidavit Verifying Status for Augusta, Georgia Benefit Application By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my proposal for an Augusta, Georgia contract for

[RFQ/P Project Number and Project Name]

[Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

[Print/Type: Name of business, corporation, partnership, or other private entity]

- 1.) _____ I am a citizen of the United States.
- 2.) _____ I am a legal permanent resident 18 years of age or older.
- 3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant

Printed Name

* Alien Registration Number for Non-Citizens

NOTARY COMMISSIONING

Subscribed and sworn before me on this _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

NOTARY SEAL

THIS FORM MUST BE COMPLETED, NOTORIZED AND RETURNED WITH YOUR SUBMITTAL



TRADE SECRET STATUS AFFIDAVIT

Augusta, Georgia

All documents, data, letters and generated information received by Augusta, Georgia constitutes a "public record" and is subject to disclosure under the Georgia Open Records Act ("GORA"). O.C.G.A. § 50-18-70 *et seq.* However, pursuant to O.C.G.A. § 50-18-72(a)(34), "[an] entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 *et seq.*]."

O.C.G.A. § 10-1-761(4) defines "Trade secret" as "...information, without regard to form, including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which is not commonly known by or available to the public and which information:

- A. Derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
- B. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy."

Therefore, the records listed below and attached hereto, that were submitted with _____ response to Augusta, Georgia Request for Proposal, Request for Quote, or Request for Qualified Contractor _____ are marked confidential pursuant to O.C.G.A. § 10-1-761(4):

- (List specific information that the supplier wishes to withhold and how that information constitutes a trade secret)
- Additional trade secret information requested to be withheld
- **Your company is requested to send a redacted copy of your submittal.**

Under penalty of perjury, acknowledging that O.C.G.A. §16-10-71 provides a penalty of a fine of up to \$1,000 and potential imprisonment of one to five years, I attest that the specific information in the records listed above constitutes trade secrets pursuant to O.C.G.A. § 10-1-761(4), and request that Augusta, Georgia not disclose this protected information under the Georgia Open Records Act ("GORA").

Signature:

[Signatory Name in Print]

[Signatory's Title] [Company Name]

[Signatory's Title]

Date: _____

NOTARY COMMISSIONING

Subscribed and sworn before me on this _____ day of _____, 20____

Notary Public

My Commission Expires: _____

NOTARY SEAL

RETURN FORM ONLY IF APPLICABLE.

Revised 11/24/2025

**Minority and Women Owned Business Enterprise
Program Ordinance Requirements**

Notice To All Bidders (PLEASE READ CAREFULLY)

Shall apply to ALL Bids regardless of the dollar amount

In accordance with the Commission Action on 7/25/24 and the adoption of Ordinance No. 7945 Chapter 10C of the AUGUSTA, GA, CODE, Contractors agree to collect and maintain all records necessary to Augusta, Georgia to evaluate the effectiveness of its Minority and Women Owned Business Enterprise Program and to make such records available to Augusta, Georgia upon request. The requirements of the Minority and Women Owned Business Enterprise Program can be found at www.augustaga.gov. In accordance with AUGUSTA, GA, CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall be in the format specified by the Director of Compliance and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at www.augustaga.gov. If you need assistance completing a form or filing information, please contact the M/WBE Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including, but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

SHALL APPLY TO PROJECTS IN EXCESS OF \$300,000

**Minority and Women Owned Business Enterprise
Program (Continued)**

Sec. 1-10-138. Race and Gender-Consconscious Efforts

Contract-by-Contract Subcontractor Goals The City, through the Goal Setting Committee (GSC), will set specific, separate percentage-based MBE and WBE subcontracting goals on a contract-by contract basis for Prime contracts in Construction, Architecture & Engineering, Professional Services, and Other Services valued in excess of \$300,000. The City shall establish such goals based upon the type of contract, the type of subcontracting work that will be required, and the availability of M/WBE firms to perform the work for that specific contract.

The GSC shall not establish subcontracting goals on contracts where (a) there are no subcontracting opportunities identified for the contract; or (b) there are not at least three (3) MBE and/or WBE firms that are available and capable to perform a CUF for the overall subcontracting opportunities on the contract.

Good Faith Efforts (GFE) Requirements and Guidance

1. Achievement of subcontracting goals or documentation of Good Faith Efforts applies to every Contract for which such goals are established. **The Bidder shall submit a compliance plan detailing its achievement of the goals or its Good Faith Efforts to meet the goals. The compliance plan shall be due at the time set out in the solicitation documents.**

2. When a Bidder cannot achieve the goals, its compliance plan shall document its GFE to achieve the goals. The Director of Compliance will determine whether the Bidder has made such GFE.

Bid Documents

All bid documents shall require bidders or proponents to submit with their bid the following written documents, statements, or forms, which shall be made available by the Procurement Department.

- Proposed Letter of Intent MBE/WBE.
- Proposed MBE/WBE Utilization Plan.
- Documentation of Good Faith Efforts Form (*in the event the bidder **will not** meet the MBE and WBE goals*).

Failure to submit the above documentation shall result in the bid being declared non-responsive.

Sec. 1-10-154. Exceptions

In accordance with § 1-10-8, on federally funded projects or contracts, the M/WBE Program shall only be utilized when authorized by the applicable federal (and/or Georgia) laws, regulations, and conditions relating to that project or contract. To the extent that there are any conflicts between any such laws, regulations, or conditions and the provisions of the M/WBE Program, the federal (and/or Georgia) guidance shall control.

NOTE: All forms should be submitted in a separate, sealed envelope, labeled M/WBE Forms, Company's Name & Bid number

For questions and or additional information, please contact:

Minority-Owned and Women-Owned Business Enterprise
Program

535 Telfair Street, Suite 530

Augusta, Georgia 30901

(706) 821-2406

mwbe@augustaga.gov

Website: <https://www.augustaga.gov/83/Disadvantaged-Business-Enterprise>

Rev. 09/11/2025

SECTION I INSTRUCTION TO PROPOSERS

Augusta, Georgia, is soliciting statement of qualifications and proposals from qualified firms interested in providing Construction Manager at Risk services for the renovations of The Augusta Juvenile Justice Center. Your submittal should respond to and be based on the information included in this Request for Qualification and Proposal.

Responses will be received in the office of the Director of Procurement at 535 Telfair Street, Suite 605, Augusta, GA 30901 until **Tuesday, February 24, 2026 @ 11:00 a.m.** The RFQ/P must be submitted in a sealed package and labeled with firm's name and the name of the project - **RFQ/P Item #26-142 Construction Manager at Risk for Augusta Juvenile Justice Center Renovations.** You are required to submit one (1) marked unbound original, one (1) electronic copy of your RFQ/P.

RFQ/P opening will and will be opened publicly. Opening can be viewed via TEAMS Meeting ID: 267 573 730 185 0; Passcode: Aw7JR2eu.

No RFQ/P will be accepted by email; all bids must be received by mail or hand delivered. If RFQ/P is forwarded by mail or other second party delivery, the sealed envelope containing the submittal must be enclosed in an envelope addressed to:

**Andy Penick, Procurement Director
Augusta Procurement Department
535 Telfair Street - Suite 605
Augusta, Georgia 30901**

All submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

All vendors responding are cautioned to read this RFQ/P carefully for understanding and request clarification from Augusta, Georgia on any questions pertaining to this RFQ/P. The Proposer should examine all documents and requirements of the services requested to become fully informed. Failure to examine these areas will not relieve the successful Proposer of its obligation to furnish all products and services necessary to carry out the provisions of the contract. After RFQ/Ps have been submitted, the vendor shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

Mandatory Pre-Proposal Conference will be held on Monday, February 9, 2026 @ 10:00 a.m. at 535 Telfair Street Suite 605, Augusta, GA Procurement Office. Mandatory site visit to follow. Contact Nolan Martin at 706-821-2387.

All questions must be submitted in writing by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, February 10, 2026 @ 5:00 P.M. Issues and responses addressed in any other manner will not be considered valid or binding in consideration of proposals or any subsequent contract negotiations.

Augusta will respond to any Proposer's questions received in compliance with the above schedule. All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled, and answers will be posted by addendum and emailed to Proposers. Failure to provide all of the requested information may cause the proposal to be rejected as non-responsive.

Interested and qualified firm(s) and/or party(ies) are requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner, and form prescribed. For a proposal to be considered it must remain valid for at least 60 days after RFQ/Ps have been opened, pending the execution of contract with the successful vendor.

If an award of contract is awarded as a result of this solicitation, the contract will be made on the basis of the response which best satisfies the intent of this RFQ/P and other factors considered in the best interest of the Owner. Negotiations may be undertaken with the firm whose proposal shows them to be the most qualified, responsible, and capable of performing the work. In addition to cost, the Owner will consider professional qualifications and related experience to determine which proposal would be in the Owner's best interest if a contract were made.

Additionally, appropriate professional registration and significant prior experience in projects of similar scope are considered minimal qualifications.

The Owner reserves the right to consider proposals or modification thereof received at any time before the award is made, if such action is in the interest of the Owner.

The Owner reserves the right to reject any or all proposals received as the result of this RFQ/P. The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of the Owner. The Owner will not be liable for any costs incurred by any firm prior to the execution of a contract and approval by the Board of Commissioners. Costs incurred in responding to the request for qualifications are the Proposer's alone and the Owner does not accept liability for any such costs.

Services must be provided by experienced personnel. Any subconsultants/contractors the proponent will be using to perform any part of the requested service shall be evaluated on the same criteria.

It is the responsibility of the Proposers to examine the entire RFQ/P, seek clarification in writing, and review their qualifications for accuracy before submitting a response. Once the deadline has passed, all submittals will be final. The Owner reserves the right to ask for additional information from all parties that have submitted qualifications.

No proposal may be withdrawn for a period of ninety (90) days after proposal have been opened, pending the execution of contract with the successful bidder. Selection shall not be based solely upon the fee proposal; however, the fee and maximum overhead proposals shall be a factor in the final selection. The Owner reserves the right, in its sole discretion, to reject any or all proposals, re-solicit proposals (including a change in the method of project delivery), or terminate the project.

The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals.

Upon receipt of a proposal by the Owner, the proposal shall become the property of the Owner without compensation to the Proposer, for disposition or usage by the Owner at its discretion. The details of the proposal documents will remain confidential until final award. See Trade Secret Affidavit (Page 10).

SECTION II

SUMMARY AND BACKGROUND

The Owner, Augusta-Richmond County, is soliciting statements of qualifications and proposals from firms interested in providing Construction Manager At Risk (CMR) services for the project known as the Juvenile Justice Center. All Proposers to the Request for Qualifications and Proposal (RFQ/P) are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ/P and follow instructions carefully. The Owner reserves the right to reject any or all submittals, and to waive technicalities at the discretion of the Owner.

A. Project Overview

1. The Owner wishes to retrofit an elementary school building to serve as their Juvenile Justice Center. The proposed Juvenile Justice Center will be located at 1001 4th Street, Augusta, GA. The proposed Juvenile Justice Center is currently under concept design.
2. The retrofitted facility will be 2 floors, totaling approximately 90,000 sq. ft. The first floor includes a central lobby – security screening, courtrooms, judge’s chambers, office space and program facilities. The second floor is predominantly classroom space. The retrofit will be fire sprinklered.
3. Much of the construction is existing. The exterior veneer is brick. Floor framing and roof framing is steel bar joists. The HVAC units, electrical, and plumbing need evaluation for repair or replacement. Additional parking will need to be addressed.
4. The concept design drawings in PDF format are attached as **Exhibit A**

B. Project Delivery Method

During design and preconstruction, the CMR will be responsible for design review, constructability, pricing, and value engineering issues, along with development of the project's schedule. When design documents for the project have been developed in sufficient detail, the CMR, under the general supervision of the Owner, will commit to a Guaranteed Maximum Price (GMP) for all construction. Construction will commence with the release of any early order packages while the design documents are being finalized. The CMR shall competitively select all construction subcontracts and other work appropriate for competitive selection but is free to use qualifications factors other than price of work to recommend construction subcontractors that will deliver the best value to Owner.

C. Project Schedule:

The Owner intends for the CMR's preconstruction services to begin upon award of the CMR Contract and has targeted Start of Construction for August 2026, with Ten Offices Occupancy estimated for December 2026 and full occupancy December 2027. The CMR, as a part of its preconstruction services, will assist the Owner with developing a strategy for the best approach for the successful completion of the Project. For example, the CMR will provide guidance and assistance in the preparation of a schedule, early procurement services, subcontract component construction packages, and reliable cost estimates leading to a GMP.

D. Project Budget:

The Construction budget for the project is approximately \$17 million including construction contingency. The CMR's Fee (gross profit) and General Conditions expenses will be part of the GMP but will not include the Preconstruction Fee.

E. RFQ/P Schedule (all dates are tentative and subject to change)

- | | |
|---|----------|
| - Owner issues RFQ/P | 01/15/26 |
| - Deadline for submission of written questions and requests for clarification | 02/10/26 |
| - Addenda issued to answer questions | 02/17/26 |
| - Deadline for submission of Proposals | 02/24/26 |
| - Selection committee completes evaluation | 03/03/26 |
| - Submitted to Committee for approval | 03/31/26 |

**SECTION III
SCOPE OF SERVICE**

1. The CMR's services shall include all Project Management, Pre-Construction, and Construction Phase services. The CMR will provide comprehensive administration and management of all aspects of the construction of the project and will work in concert with the Project Architect and the Owner's designated representative towards the successful completion of the project on schedule, at or below budgeted costs.
2. The services described below are representative of the services required but do not constitute a comprehensive specification. A comprehensive specification of the services required is contained in the Agreement.
 - a. **Pre-Construction Phase Services:** Pre-Construction Phase Services shall include, but may not be limited to the following:
 - Validate Owner's construction budget in regard to the approved project scope.
 - Participate in design team and Owner meetings and presentations as required to facilitate the design and value engineering process.
 - Evaluate the design, providing analysis of alternate construction methods and materials for potential quality, cost, and schedule enhancements.
 - Evaluate construction documents for constructability, serviceability, maintainability, potential problems, ambiguous and omitted information, and constructability within the construction budget.
 - Develop a construction schedule in accordance with the General Requirements, coordinating activities to accomplish the completion of the project by the earliest date possible within the stipulated construction budget.
 - Provide cost estimating, cost management, value analysis, and value engineering.
 - Provide cost estimating for alternative means, methods, materials, construction methods within specific trades, specific systems and individual construction packages.
 - Develop a construction budget in accordance with the General Requirements.
 - b. **Construction Services:** Any costs associated with procurement and bidding for construction services must be included in the Proposer's proposals for Pre-Construction Services and overhead. Bidding and Award Phase Services shall be in accordance with the General Requirements and include, but may not be limited to the following:
 - Provide input on division of construction activities into component construction packages.

- Pre-qualification of potential contractors and vendors.
 - Provide a proposed construction schedule in accordance with the General Requirements for issuance with component packages.
 - Develop and implement component procurement and bidding requirements necessary to assure time, cost, and quality control during construction.
 - Advertise and distribute component procurement/bidding documents.
 - Schedule and conduct pre-procurement/bid conferences for components in coordination with the Project Architect.
 - Monitor bidder/Proposer activity to insure adequate contractor and vendor participation.
 - Receive and analyze bids for presentation to the project team.
 - Verify adherence of bids with design requirements and the construction budget.
 - Subcontract with successful bidders for construction.
- c. **Construction Phase Services:** Construction Phase Services shall include, but may not be limited to the following:
- Develop requirements for safety, quality assurance, and schedule adherence.
 - Maintain on-site staff for construction management.
 - Maintain a system for tracking the timely submittal, review and approval of shop drawings.
 - Coordinate, conduct and document regular construction meetings.
 - Coordinate and maintain on-site contract documents in accordance with the General Requirements.
 - Submit GMP Change Order in accordance with the General Requirements.
 - After the GMP Change Order is approved, prepare and submit any change orders, including documentation, for consideration/approval of the Project Architect and the Owner.
 - Maintain on-site records and submit progress reports to Project Architect and the Owner.
 - Develop "as built" documents for submission to the Project Architect.
- d. **Warranty Phase Services:** Warranty Phase Services shall include, but may not be limited to the following:
- Resolution of remaining "punch-list" items.
 - Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, and Owner's final acceptance.
 - Monitor, coordinate and resolve all warranty complaints to the satisfaction of the Owner during the required general warranty period.

Form of Agreement

1. The Agreement between the Owner and the CMR will be the American Institute of Architects Form A133 - *Standard Form of Agreement Between Owner and Construction Manager as Constructor where the Basis of Payment is Cost of the Work Plus a Fee with a Guaranteed Maximum Price*, and the A201 General Conditions.
2. The CMR holds all trade agreements contracts and trade supplier agreements. The agreement price will be accomplished through a Guaranteed Maximum Price (GMP) Change Order. Component Change Orders will be incorporated into the Agreement as individual construction packages are priced and agreed to by the Owner. The CMR shall include within the construction budget its project management services. The construction services will be on an actual cost basis with all savings under the GMP, including unused contingency, returned to the Owner.

3. The price and financial structure of this Agreement is the "cost-plus" method, with an absolute cap on the total price of the contract (the GMP), and certain other maximum price allowances. The sole basis for the "plus" under this Agreement is the CMR's Fee, which is the CMR's "gross profit" as defined in the contract. Certain items of overhead cost, such as home office overhead and bonding of subcontractors, are not permissible overhead costs for the project and are considered a part of the "gross profit." The sole basis for "cost" throughout the Agreement is Actual Cost of the Work, as defined therein.
4. In selecting a CMR firm, the Owner will emphasize experience of the firm and of assigned personnel in providing like functions on projects of similar magnitude and complexity as the proposed Project. Selection preference will be toward firms that have depths of knowledge and resources for scheduling, contract coordination and compliance, budget control, and familiarity with State laws and codes, and applicable County and City laws, ordinances, and codes.

SECTION IV

SUBMITTAL REQUIREMENT

RFQ/P submittals must meet the requirements of this section to be considered. The response to this Request 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 shall be formatted for standard 8.5 x 11 paper. Please include only the information requested in your Qualifications Submittal.

You are required to submit one (1) marked unbound original and one (1) electronic copy of the RFQ/P. You are also required to submit one (1) copy of the fee proposal and one (1) electronic copy on USB drive of your fee proposal is to be submitted in a separately sealed envelope. The body of the proposal should not exceed 50 pages. The page minimum does not include Procurement Documents, cover letter, financial information, appendices and tabs.

The Proposer shall submit a proposal containing information as summarized in this section. Responses shall be concise and are to address the Consultant's qualifications and experience. Information should be focused on relevant experience and qualifications appropriate to this project. The cover letter should not exceed one page. Proposals should be unbound with numbered tabs identifying each section herein specified. To be considered responsive to this Request for Proposal (RFQ/P), submittals should address the requested items below.

1. **Procurement Documents:** All documents required under the Augusta Procurement regulations and procedures, properly executed and notarized as required (Attachment B and Save Form). The notary seal shall be visible on the original AND all copies. **Attach a copy of your current business license and your general contractor license.**
2. **Letter of Interest:** A letter executed by a Principal of the CMR firm committing to the requirements specified in this Request is required. Provide a brief summary of the firm's experience and capabilities in related endeavors with similar owners and why you are interested in this project. Provide an explanation of what differentiates your team as the best candidate for this project.
3. **Description of Firm:** Provide basic company information including name of firm; street, mailing and e-mail addresses; phone numbers, along with the name of a primary contact in regard to this submittal. Provide the number of years the firm has been in business, form of ownership, and state of residency or incorporation. If the firm has multiple offices, the Qualifications Submittal should primarily include information about the office that will perform the work. Describe the firm's current position in the design and construction market.
4. **Experience:** Provide examples of specific project experience utilizing a CM-at-Risk form of project delivery, including experience relevant to the type of new construction project to be constructed. Describe three to four roughly equivalent projects (similar type of construction and a contract dollar amount) that demonstrate the

firm's capabilities to perform the project at hand. For each project, the following information should be provided:

- Project name, location, dates during which the project was constructed;
- Physical description (square footage, number of stories, site area, etc.);
- Brief description of project services provided by the CMR;
- Statement of performance versus owner expectations in the areas of cost, quality and schedule;
- Owner reference (provide name(s), telephone number and e-mail addresses).

5. Personnel: Provide general information about the firm's personnel resources, including classifications, number of employees, locations, and staffing of offices.

6. Project Team: Provide qualifications and experience of the following key personnel that you are proposing for this project:

- Principal of the CMR firm in charge
- Project manager
- Cost estimating staff
- Construction superintendent, project engineer, etc.
- Include resumes of key personnel for both pre-construction and construction services. Highlight professional qualifications and relevant individual experience, including number of years and types of positions held in the firm. Provide at least two references (phone and e-mail addresses) for the top three (3) key personnel at each service phase.
- Substitutions of key team members will not be allowed without written permission of the Owner. Replacements will also have to be approved by the Owner.

7. Pre-Construction Management Plan: Describe your firm's proposed organization for the pre-construction management team including:

- a. Principal
- b. Project manager
- c. Superintendent
- d. Identify the individual who will be the leader of your pre-construction team and the principal point of contact between your firm and the Owner.
- e. Describe your firm's approach to preconstruction services. How does your firm implement cost control and scheduling activities during preconstruction?
- f. Describe the level of documentation necessary to obtain a GMP for this project.
- g. Describe any of your firm's policies or recommendations for bonding sub-contractors.
- h. Describe how your firm intends to arrange the construction into bid packages in order to reach the proposed schedule and budget objectives.
- i. Describe how your firm would encourage participation by local contractors and vendors.

8. Construction Management Plan:

- a. Describe your firm's proposed organization for the CMR team including principal, project manager, superintendent, cost estimator, etc. who will manage the project.
- b. Identify the individual who, from project start to finish, will be the leader of your construction team and the principal point of contact between your firm and the Owner, the Project Architect, and other consultants. This individual's competence, leadership and ability to achieve customer satisfaction will be heavily considered in the selection of a CMR.
- c. Describe your firm's approach to quality assurance and any quality assurance programs currently in place.

- d. Describe your firm's cost control systems during construction. What type of procedures could your firm implement to insure the prompt and expeditious completion of the punch list and other project closeout activities?
- e. Schedule: Respond to the project completion date with regard to the proposed duration of construction. Describe your general approach to the schedule for this project. Describe your firm's scheduling systems and how your firm intends to manage the pre-construction and construction schedules. Describe alternatives that may be explored to shorten the proposed schedule.

9. Safety Information: Submit information about your firm's safety program as an appendix. Provide a letter on the firm's insurance company's letterhead stating the Workers Compensation Experience Modification Factor (EMF) for the past three years. Provide your accident rate for the past three years utilizing the following formula: $\text{incident rate} = \frac{\# \text{ injuries (200,000)}}{\# \text{ Total Man Hours}}$. List the contact persons, addresses, and phone numbers for the firm's insurance carrier and agent.

10. Financial Information:

- a. If a public company, include a recap of the most recent audited financial report.
- b. If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution's letterhead, stating financial stability.
- c. Supply financial and main banking references.
- d. List the firm's total annual billings for each of the past three calendar years.
- e. Contractor shall not be debarred or suspended from public contracting
- f. What percentage of your firm's work has been negotiated during the past three years?
- g. Has the firm ever failed to complete, or been removed from any project that it has been awarded?
- h. The CMR selected will be required to provide a 100% Performance and Payment Bond for the entire amount of the cost of construction; confirm your ability to meet this requirement and provide your firm's bonding rate for a project of this value.

NOTE: Financial Stability is part of the evaluation criteria. Failure to include the requested information will impact your evaluation score. You may mark the information as confidential.

11. Clarifications: Provide any clarifications, objections or exceptions to the proposed form of agreement or any requirements, conditions or terms of the agreement.

12. CMR Fee Proposal: Use the attached Construction Management Fee Proposal Form to submit fee proposals.

- a. **Preconstruction Fee:** Submit a Fixed Fee (lump sum dollar value) for Pre-Construction Services. The Fixed Fee includes gross profit and all overhead costs.
- b. **Construction Management Fee:** Submit a Percentage Fee (to be applied to the Cost of the Work as defined in the Agreement) for Construction Management Services. The Fixed Fee includes gross profit, home office overhead, and other costs not included in the Cost of the Work.
- c. **Maximum Allowable Overhead Cost Proposal:** Submit a Fixed Fee (lump sum dollar value) for the Maximum Allowable Overhead Cost. Keep in mind that all allowable overhead costs will be paid at actual cost until reaching the Maximum Allowable Overhead Cost.

Fee proposal must be sealed and placed in a separate sealed envelope labeled on the outside of the package to clearly indicate that it is a response to RFQ/P #Item #26-142 Construction Manager at Risk for Augusta Juvenile Justice Center Renovations



SECTION V

CRITERIA FOR EVALUATION/SCORING GUIDELINES

Evaluation Process

All proposals will be evaluated by an Augusta, Georgia Selection Committee (Committee). The Committee may be composed of Augusta, Georgia staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Augusta, Georgia Procurement Office only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFQ/P. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of Augusta, Georgia's requirements as set forth in this RFQ/P.

If needed, the selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Cumulative Scores will include the total from Phase 1 and Phase 2. It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. The contract for this project/service will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.

Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFQ/P specifications. The approach has no probability of success. For mandatory requirement, this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project/service objectives per RFQ/P.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ/P specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ/P requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ/P specification.

The Evaluation Criteria Summary and their respective weights are as follows:

1. Completeness of Response (Pass/Fail)

- a. Responses to this RFQ/P must be complete. Responses that do not include the proposal content requirements identified within this RFQ/P and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location or returned to the vendor (at vendor's expense). Please provide shipping instructions and/or fees upon the completion of the competitive process.

Conflict of Interest Statement (Pass/Fail)

- b. Discloses any financial, business or other relationship with the Augusta, Georgia that may have an impact upon the outcome of the contract or the construction project/service.
- c. Lists current clients who may have a financial interest in the outcome of this contract or the construction project/service that will follow.
- d. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project/ service.

2. Qualifications & Experience (15 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants/proposers to conduct the required services as listed in this RFQ/P and adhering to all required license requirement for federal, state and local services.

3. Organization & Approach (15 points)

- a. Describes familiarity of project/service and demonstrates understanding of work completed to date and project/service objectives moving forward
- b. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project/service team.
 - ii. Some or all of team members have previously worked together on similar project/service(s).
 - iii. Overall organization of the team is relevant to Augusta, Georgia needs.
- c. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar project/services. This person's time is appropriately committed to the project/service.
 - ii. Team successfully addresses all requirements of this RFQ/P.
 - iii. The team and management approach responds to project/service issues. Team structure provides adequate capability to perform both volume and quality of needed work within project/service schedule milestones.
- d. Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project/service.
 - ii. Key positions required to execute the project/service team's responsibilities are appropriately staffed.
- e. Working Relationship with Augusta, Georgia
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Team leadership understands the nature of public sector work and its decision-making process.
 - iii. Proposal responds to need to assist Augusta, Georgia during the /service.

4. Scope of Services to be Provided (30 points)

Contractor's ability to provide the services requested in Section III Scope of Services to include the following:

- a. Pre-Construction Phase Services
- b. Construction Services
- c. Construction Phase Services
- d. Warranty Phase Services
- e. Safety Information
- f. Clarifications, Objections or Exceptions

5. Financial Stability (10 points)

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- a. If a public company, include a recap of the most recent audited financial report.
- b. If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution's letterhead, stating financial stability.
- c. Supply financial and main banking references.
- d. List the firm's total annual billings for each of the past three calendar years.
- e. Contractor shall not be debarred or suspended from public contracting
- f. What percentage of your firm's work has been negotiated during the past three years?
- g. Has the firm ever failed to complete, or been removed from any project that it has been awarded?
- h. The CMR selected will be required to provide a 100% Performance and Payment Bond for the entire amount of the cost of construction; confirm your ability to meet this requirement and provide your firm's bonding rate for a project of this value.

NOTE: Financial Stability is part of the evaluation criteria. Failure to include the requested information will impact your evaluation score. You may mark the information as confidential.

NOTE: Financial Stability is part of the evaluation criteria. Failure to include the requested information will impact your evaluation score. You may mark the information as confidential.

6. References (5 points)

Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

7. Presentation by Team (10 points) (Optional)

Team presentation conveying project/service understanding, communication skills, innovative ideas, critical issues and solutions.

8. Q&A Response to Panel Questions (5 points) (Optional)

Proposer provides responses to various interview panel questions.

9. **Cost/Fee Proposal (10 points) Enclosed in a separate sealed envelope.** Will NOT be disclosed in any part of the RFQ/P

- | | |
|---------------|----|
| a. Lowest Fee | 10 |
| b. Second | 6 |
| c. Third | 4 |
| d. Fourth | 2 |
| e. Fifth | 1 |

Weighted scores for each Proposal will be assigned utilizing the table below:

Phase 1				
No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Completeness of Response <ul style="list-style-type: none"> Package submitted by the deadline Package is complete (includes requested information as required per this solicitation) Attachment B is complete, signed and notarized 	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		15	
3	Organization & Approach		15	
4	Scope of Services: Contractor's ability to provide the services requested in Section III Scope of Services to include the following: <ul style="list-style-type: none"> a. Pre-Construction Phase Services b. Construction Services c. Construction Phase Services d. Warranty Phase Services e. Safety Information f. Clarifications, Objections or Exceptions 		30	
5	Financial Stability		10	
6	References		5	
	Phase 2 (Optional – Numbers 7 and 8) Any Vendors that Receive Less Than a 3 Ranking in any category in Phase I will not be considered for Phase II	Rating (0-5)	Weight	Score (Rating * Weight)
7	Presentation by Team		10	
8	Q&A Response to Panel Questions		5	
9	Cost/Fee Proposal Consideration		10	
Total:			100	

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

SECTION VI SELECTION PROCESS

EVALUATION PROCESS:

A Selection Committee will review all proposals submitted in response to this RFQ/P. The selection committee will rank the firms based upon cost as well as the quality and content of their proposal.

Each response to this RFQ/P shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by an evaluation committee. A description of the factors which will be analyzed, and the relative weight accorded is included in the specifications. Augusta will not consider the proposal of any Offeror who lacks accreditation or authorization to provide the Services requested.

Phase One Criteria (Identify short listed offerors only)

The Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the "short-listed offerors") deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date proposals are received by Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of offeror's teams prior to award.

It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. The contract will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.

Your team will be evaluated on the basis of how well your firm and its individual professionals meet the criteria outlined including general and specific selection criteria. **Please submit your proposal in a concise written tabulated format indexed and organized. The recommended firm and contract will be presented to the Augusta Commission for final approval.**

Each submittal must respond to the requested information for each section.

Phase Two Criteria

(Rank the company that best address scope of service/ technical proposal as outlined in the specifications to be in the best interest of Augusta, Georgia).

After an initial screening process, a technical question and answer conference or interview will be conducted, if deemed necessary, to clarify or verify the offeror's proposal and to develop a comprehensive assessment of the proposal. This process will result in the selection of the successful vendor who, through contractual agreements will undertake the scope of work.

PRICE PROPOSALS

Price is not the driving factor of this award and shall be considered as follows: In making this decision, the Using Agency and the Procurement Director shall take into account the estimated value, the scope, the complexity and the professional nature of the services to be rendered. Should the Using Agency and the Procurement Director be unable to negotiate a satisfactory contract with the offeror considered to be the most responsible and responsive at a price for the Using Agency and the Procurement Director determines to be fair and reasonable to Augusta, Georgia; negotiations with that offeror shall be terminated. The Using Agency and the Procurement Director shall then undertake negotiations with the second most responsible and responsive short-listed offeror. If negotiations with the second most responsible and responsive short-listed offeror are unsuccessful, negotiations shall be terminated, and the Using Agency and the Procurement Director shall then undertake negotiations with the third most responsible and responsive short-listed offeror. Should Using Agency and the Procurement Director be unable to negotiate a contract with any of the short-listed offerors, the Using Agency and the Procurement Director and the using agency may select from the additional offerors that were not short-listed in order of their responsibility and responsiveness and the Using Agency and the Procurement Director may continue negotiations in accordance with this section until an agreement is reached.

Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked. The names of the respondents will be identified at the proposal opening; however, no proposal will be handled so as to permit disclosure of the detailed contents of the responses until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

While cost is not the driving factor, the committee will also review qualifications and past performance.

Final negotiations and letting the contract.

The Committee shall rank the technical proposals, open and consider the pricing proposal. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

Final Selections

The Evaluation Committee will present their recommendation to the appropriate oversight committee for review and recommendation. The Augusta Board of Commissioners will make the final decision. When in the best interest of the Augusta, Georgia, Augusta reserves the right to request additional information and to request a "Best and Final" offer.

Price shall be submitted in a separate sealed envelope with the following information on the outside of it: RFQ/P Item #26-142 Construction Manager at Risk for Augusta Juvenile Justice Center Renovations -Fee Proposal

CONSTRUCTION MANAGER (CM) FEE PROPOSAL SHEET

A. CONSTRUCTION MANAGER (CM) FEE: The CM's fee is the amount, established by and agreed to by both parties, which is the full amount of compensation due to the CM 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 performs all the requirements of the Contract Documents within the time limits established.	
1. PRE-CONSTRUCTION FEE: Representing the gross profit for the pre-construction consulting services provided by CM that the Owner shall pay to CM a Preconstruction Fee (Lump Sum Dollar Amount):	
	\$
2. CONSTRUCTION FEE: Representing the gross profit for the construction services provided by CM that the Owner shall pay to CM as a Construction Fee. (Percentage)	
	%
B. CONSTRUCTION MANAGER'S CONSTRUCTION PHASE OVERHEAD COSTS AND EXPENSES	
1. Maximum Construction Overhead Costs (Do not include the Construction Fee in this lump sum dollar amount)	
	\$

PROPOSAL SUBMITTED BY:

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY/STATE: _____

TELEPHONE: _____

FAX: _____ EMAIL: _____

SIGNATURE: _____

THIS FORM MUST BE RETURNED WITH YOUR SUBMITTAL

Minority and Women Owned Business Program Requirements

Augusta, Georgia has adopted a race and gender conscious Minority and Women Owned Business Enterprise Program (M/WBE). See Augusta, GA Code, Chapter 10C. Bidders are encouraged to carefully review all of the requirements of the M/WBE which can be found on Augusta, Georgia's Disadvantaged Business Enterprise Department website (www.augustaga.gov). All of the requirements of the M/WBE become covenants of performance upon award of this procurement. The M/WBE provides for Minority-Owned and Women-Owned Business (M/WBE) goals to be set on all applicable procurements over \$300,000 in value and even when a solicitation does not contain a M/WBE goal, each Bidder must negotiate in good faith with each Minority and Women Owned business that responds to the Bidder's solicitation and each Minority and Women Owned business that contacts the Bidder on its own accord. Self-performance does not exempt Bidders from the M/WBE requirements unless the self-performer is a qualified and registered M/WBE. (See Augusta, GA Code § 1-10-138).

I. The pre-award requirements of the M/WBE are material conditions of this procurement.

A Bid shall be rejected if it is determined that a Bid fails to meet the required M/WBE requirements, including but not limited to, failing to provide the Required Pre-Award Bid Submittal documents, failing to provide commitments to achieve the applicable Project Specific M/WBE Goals (or the Bidder's documented Good Faith Efforts to do so). A Contractor's failure to carry out in good faith its Project Specific Goal commitments in the course of the Contract's performance shall constitute a material breach of the Contract and a violation of the AUGUSTA, GA CODE. If the breach is not cured within a reasonable amount of time, it may result in the termination of the Contract or such other remedies afforded by Federal, State or Local law.

II. Good Faith Efforts.

Pursuant to AUGUSTA, GA CODE SEC. 1-10-138 Good Faith Efforts (GFE) Requirements and Guidelines shall be used by a bidder to seek Minority and Women Owned Businesses to participate as a subcontractor or supplier. Such good faith efforts include, but are not necessarily limited to, the following actions:

- (a) Solicit through at least two reasonable, available, and verifiable means MBEs/WBEs who have the capability to perform the Contract work. **The Bidder must solicit this interest providing a minimum of five (5) days' notice to allow the MBEs/WBEs to respond to the solicitation. The Bidder must take appropriate steps to follow up initial solicitations with interested MBEs/WBEs.**
- (b) Provide interested MBEs/WBEs with adequate information about the plans, specifications, and requirements of the Contract, including addenda, in a timely manner to assist them in responding to a solicitation.
- (c) Negotiate in good faith with interested MBEs/WBEs that have submitted bids or quotes to the bidder. An MBE/WBE that has submitted a bid or quote to a bidder but has not been contacted within five (5) business days of submission of the bid or quote may contact the Director of Compliance to request a meeting with the bidder. The Director of Compliance will schedule a meeting between the MBE/WBE and the bidder to facilitate negotiation.
- (d) Not reject MBEs/WBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The MBE's/WBE's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for rejecting or not soliciting bids to meet the goals.

III. Required Pre-Award Bid Submittals.

Pursuant to AUGUSTA, GA CODE SEC. 1-10-138 the following procedures and contract requirements will be used to ensure that Minority and Women Owned businesses are encouraged to participate in Augusta, Georgia contracts:

- (a) Each bidder shall be required to provide documentation of achieving the M/WBE goal or provide documentation of Good Faith Efforts to engage m businesses as subcontractors or suppliers, the names of Minority and Women Owned businesses and other subcontractors to whom it intends to award subcontracts, the dollar value of the subcontracts, and the scope of the work to be performed. If there are no sub-contracting opportunities, bidder shall so indicate on the appropriate form. Forms may be found on the official website of Augusta, Georgia.
- (b) Each bidder shall submit with their bid the following written documents, statements or forms, which are available at the Disadvantaged Business Enterprise Department and on the Disadvantaged Business Enterprise Department website:
 - (1) Executed Letter(s) of Intent with entities identified in M/WBE Utilization Plan
 - (2) Proposed M/WBE Subcontractor/Supplier Utilization Plan.
 - (3) Documentation of Good Faith Efforts to use M/WBE businesses.

Failure to submit the following documents in accordance with these requirements will cause the Bid or proposal to be declared non-responsive. Augusta, Georgia reserves the right to request supplemental information regarding a Bidder's submissions and the Bidder shall furnish such information in a timely manner. Failure to furnish information or otherwise cooperate may result in the rejection of the Bid.

IV. Letter(s) of Intent.

The Bidder shall submit with its bid completed **Letter(s) of Intent** (LOI) utilizing the Letter of Intent format provided by the Disadvantaged Business Enterprise Department documents. The LOI must be executed by an authorized representative of the M/WBE firm identified on the Utilization Plan and by the authorized representative of the Bidder. The LOI must accurately and completely detail the work to be performed and/or the materials to be supplied, and the agreed rates and/or prices to be paid. All Utilization Plan commitments must conform to those included in the submitted LOIs. The LOI will become a binding contract covenant upon the Bidder's receipt of a signed contract from Augusta, Georgia.

V. M/WBE Utilization Plan(s).

The Bidder must submit with its Bid a completed MBE **and** WBE Utilization Plan. The MBE **and** WBE Utilization Plans shall list the Subcontractor or Supplier's name(s), business address(s), telephone number(s), e-mail(s) and the name of the principal contact person(s) of each Subcontractor(s) or Supplier(s) intended to be used in the performance of the Contract, including firms proposed as to meet the Project Specific Goals.

Where the solicitation requires the Bidder to submit a base bid and one or more alternates, the MBE **and** WBE Utilization Plans must demonstrate the Bidder's achievement of the Project Specific Goal(s) or its Good Faith Efforts to achieve the Project Specific Goal(s) on the base bid.

Minority-Owned Business Goal

The Minority and Women Owned Business Enterprise Program (M/WBE) provides for M/WBE goals to be set on all applicable Augusta, Georgia procurements over \$300,000 in value.¹ The MBE goal for this procurement is:

2 %

The established MBE participation goal is based on the preliminary project estimate and will be adjusted, as necessary, upon determination of the final project amount.

All bidders or proposers shall submit the following with their bid or proposal as required by Augusta, GA Code § 1-10-138:

- 1. MBE Program Letters of Intent.**
- 2. MBE Utilization Plan.**
- 3. Good Faith Efforts (GFE) Form (*this form is required if M/WBE utilization is below 2%. Supporting documents of GFE must accompany the form.*)**

Failure to submit the above documentation shall result in the bid or proposal being declared non-responsive.

¹ Even when a solicitation does not contain a M/WBE goal (or the goal is set at zero), each Bidder must negotiate in good faith with each Minority and Women Owned business that responds to the Bidder's solicitation and each Minority and Women Owned business that contacts the Bidder on its own accord. Self-performance does not exempt Bidders from Minority and Women Owned Business Enterprise Program requirements unless the self-performer is a qualified and registered Minority-Owned or Women-Owned business. All of the requirements of the Minority and Women Owned Business Enterprise Program can be found in Augusta, GA Code, Chapter 10C.



In accordance with Chapter 10C of the AUGUSTA, GA, CODE, Augusta has placed a **2%** goal for **Minority Participation**.
This goal must be met or a Good Faith Effort (GFE) must be made to utilize minorities on this project.

Project Name: _____

Bid Number: _____

LETTER OF INTENT
Minority Participation

(This page shall be submitted for **each** minority-owned firm to be utilized on this project)

Bidder/Offeror: Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Minority-Owned Firm: Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: Name: _____ Phone: () _____

Classification: ☐ Prime Contractor ☐ Subcontractor ☐ Joint Venture
☐ Manufacturer ☐ Supplier

Work item(s) to be performed by Firm	Description of Work Item	Quantity	Total

The Bidder/Offeror is committed to utilizing the above-named Minority-owned firm for the work described above. The estimated participation is as follows:

Minority contract amount: \$ _____ Percent of total contract: _____ %

AFFIRMATION:

The above-named Minority-Owned firm affirms that it will perform that portion of the contract for the estimated dollar value as stated herein above.

By: _____
(Signature) (Title)

**** In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.**



In accordance with Chapter 10C of the AUGUSTA, GA, CODE, Augusta has placed a **2%** goal for **Minority Participation**.
This goal must be met or a Good Faith Effort (GFE) must be made to utilize minorities on this project.

Project Name: _____

Bid Number: _____

**UTILIZATION STATEMENT
Minority-Owned Firms**

The Minority participation goal for this project is 2%.

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner.
(Please mark the appropriate box)

- ☐ The bidder/offeror is committed to the minimum of **2%** minority utilization on this contract
- ☐ The bidder/offeror, while unable to meet the contract goal of **2%**, hereby commits to a minimum of _____% minority utilization on this contract and submits the attached documentation as evidence demonstrating good faith efforts (GFE) in seeking participation of minority-owned firms.

The undersigned hereby further assures that the information included herein is true and correct, and that the Minority-owned firm or firms identified within the submitted Letter of Intent form(s) have agreed to perform a commercially useful function (CUF) for the indicated work elements.

The undersigned further understands that no changes to this statement may be made without prior approval from the Owner.

Bidder's/Offeror's Firm Name

Signature

Date

MINORITY UTILIZATION SUMMARY

<u>Percentage</u>	<u>Contract Amount</u>	<u>Minority Amount</u>	<u>Contract</u>
Minority Prime Contractor	\$_____ x 1.00 =	\$_____	_____ %
Minority Subcontractor	\$_____ x 1.00 =	\$_____	_____ %
Minority Supplier	\$_____ x 1.00 =	\$_____	_____ %
Minority Manufacturer	\$_____ x 1.00 =	\$_____	_____ %
Total Amount Minority		\$_____	_____ %
Minority Participation Goal		\$_____	_____ %

* If the total proposed Minority participation is less than the established Minority goal, bidder must provide written documentation of the good faith efforts in accordance with Chapter 10C of the AUGUSTA, GA, CODE.



In accordance with Chapter 10C of the AUGUSTA, GA, CODE, Augusta has placed a **2%** goal for **Minority Participation**.
This goal must be met or a Good Faith Effort (GFE) must be made to utilize minorities on this project.

DESCRIPTION OF GOOD FAITH EFFORTS

If you will not meet the Minority Participation goal as set forth in the solicitation, **please provide a narrative explanation of why you cannot meet the Minority Participation goal and the steps taken to include minorities in your bid. Describe specific actions (i.e., phone calls, etc.). Please provide copies of any solicitation notices sent, whether by email, fax or mail, and the amount of time given for response. Describe efforts to follow up on initial communications. Identify the individual(s) from your organization who performed these activities.** Attach additional pages as needed.

I hereby attest that I have exercised Good Faith Efforts (GFE) to meet the City's required Minority Participation goal for this project. Despite such GFE, I have not been able to meet the Minority Participation goal for this Project.

Signature

Name and Title (typed or printed legibly)

Name of Firm

Date



In accordance with Chapter 10C of the AUGUSTA, GA, CODE, Augusta has placed a **2%** goal for **Minority Participation**. This goal must be met or a Good Faith Effort (GFE) must be made to utilize minorities on this project.

CHECKLIST OF GOOD FAITH EFFORTS

A Bidder/Offeree that does not meet the City's Minority participation benchmark is required to demonstrate that it made "Good Faith Efforts (GFE)". Please indicate whether any of the following actions were taken.

	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CHECKLIST OF GOOD FAITH EFFORTS
1			Advertisement for solicitation of minorities in general circulation media, trade association publications, and minority-focused media, to provide notices of subcontracting opportunities.
2			Advertisement in general circulation media at least seven (7) days prior to Bid opening on all Subcontractor opportunities. Proof of advertisement must be submitted with the Bid.
3			Provided interested minority-owned firms with timely, adequate information about the plans, specifications, and other such requirements of the contract to facilitate their quotation and conduct follow up to initial solicitations.
4			Provided written notice to minority-owned firms that their interest in subcontracting opportunities or furnishing supplies is solicited. Provided a contact log showing the name, address, email and contact number (phone or fax) used to contact the proposed minority subcontractors, nature of work requested for quote, date of contact, the name and title of the person making the effort, and the amount of the quoted price if one was obtained.
5			Efforts were made to divide the work for minority-owned firms subcontracting in areas likely to be successful and identify portions of work available to minority-owned firms consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons for not including them. <u>The ability or desire of a Bidder/Offeree to perform the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting.</u>
6			Efforts were made to assist potential minority-owned firms' subcontractors to meet bonding, insurance or other governmental contracting requirements. Where feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature that a minority-owned firms could not readily and economically obtain them in the marketplace.
7			Utilization of services of available minority community organizations, minority contractor groups and other organizations that provide assistance in the recruitment and placement of minority-owned firms.
8			Exploration of joint venture opportunities with minority-owned firms.
9			Other actions (specify): _____

Please provide written explanation to any "no" answers listed above (by number):

This list is a guideline and by no means exhaustive. The City will review these efforts, along with other documents, towards assessing the Bidder/Offeree's efforts to meet the Minority participation benchmarks.



In accordance with Chapter 10C of the AUGUSTA, GA, CODE, Augusta has placed a **2%** goal for **Minority Participation**.
This goal must be met or a Good Faith Effort (GFE) must be made to utilize minorities on this project.

GOOD FAITH EFFORTS

Attention Bidder/Offeror: List all subcontractors or suppliers that were contacted regarding this project. Use additional sheets as necessary.

Failure to complete this form, in its entirety with supporting documentation, will result in the bid being considered non-responsive to bid specification.

If you have failed to secure Minority participation and you have subcontracting and/or supplier opportunities or if your participation is less than the Minority Goal, you **must** complete this form.

Name of Minority Subcontractor/Supplier	Address	Phone	Email	Person Contacted	Date Contacted	Scope of Work Solicited	Method of Communication	Results of Contact

Bidder/Offeror

Signature

Project Name

Bid #

Date

2%
Minority Participation Goal

Women-Owned Business Goal

The Minority and Women Owned Business Enterprise Program (M/WBE) provides for M/WBE goals to be set on all applicable Augusta, Georgia procurements over \$300,000 in value². The WBE goal for this procurement is:

1 %

The established MBE participation goal is based on the preliminary project estimate and will be adjusted, as necessary, upon determination of the final project amount

All bidders or proposers shall submit the following with their bid or proposal as required by Augusta, GA Code § 1-10-138:

- 1. WBE Program Letters of Intent.**
- 2. WBE Utilization Plan.**
- 3. Good Faith Efforts (GFE) Form (*this form is required if M/WBE utilization is below 1%. Supporting documents of GFE must accompany the form.*)**

Failure to submit the above documentation shall result in the bid or proposal being declared non-responsive.

² Even when a solicitation does not contain a M/WBE goal (or the goal is set at zero), each Bidder must negotiate in good faith with each Minority and Women Owned business that responds to the Bidder's solicitation and each Minority and Women Owned business that contacts the Bidder on its own accord. Self-performance does not exempt Bidders from Minority and Women Owned Business Enterprise Program requirements unless the self-performer is a qualified and registered Minority-Owned or Women-Owned business. All of the requirements of the Minority and Women Owned Business Enterprise Program can be found in Augusta, GA Code, Chapter 10C.



In accordance with Chapter 10C of the AUGUSTA, GA, CODE, Augusta has placed a **1%** goal for **Women Participation**.
This goal must be met or a Good Faith Effort (GFE) must be made to utilize women on this project.

Name: _____

Bid Number: _____

LETTER OF INTENT
Women Participation

*(This page shall be submitted for **each** female-owned firm to be utilized on this project)*

Bidder/Offeror:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Women-Owned Firm:

Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person:

Name: _____ Phone: () _____

Classification:

☐ Prime Contractor
☐ Manufacturer

☐ Subcontractor
☐ Supplier

☐ Joint Venture

Work item(s) to be performed by Firm	Description of Work Item	Quantity	Total

The Bidder/Offeror is committed to utilizing the above-named Women-owned firm for the work described above. The estimated participation is as follows:

Women contract amount: \$ _____ Percent of total contract: _____ %

AFFIRMATION:

The above-named Women-owned firm affirms that it will perform that portion of the contract for the estimated dollar value as stated herein above.

By: _____
(Signature) (Title)

**** In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.**



Project Name: _____

Bid Number: _____

UTILIZATION STATEMENT
Women-Owned Firms

The Women participation goal for this project is 1%.

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner.
(Please mark the appropriate box)

- ☐ The bidder/offeror is committed to the minimum of **1%** women utilization on this contract
- ☐ The bidder/offeror, while unable to meet the contract goal of **1%**, hereby commits to a minimum of _____% women utilization on this contract and submits the attached documentation as evidence demonstrating good faith efforts (GFE) in seeking participation of Women-owned firms.

The undersigned hereby further assures that the information included herein is true and correct, and that the Women-owned firm or firms identified within the submitted Letter of Intent form(s) have agreed to perform a commercially useful function (CUF) for the indicated work elements.

The undersigned further understands that no changes to this statement may be made without prior approval from the Owner.

Bidder's/Offeror's Firm Name

Signature

Date

WOMEN UTILIZATION SUMMARY

<u>Percentage</u>	<u>Contract Amount</u>	<u>Female Amount</u>	<u>Contract</u>
Women Prime Contractor	\$_____ x 1.00 =	\$_____	_____ %
Women Subcontractor	\$_____ x 1.00 =	\$_____	_____ %
Women Supplier	\$_____ x 1.00 =	\$_____	_____ %
Women Manufacturer	\$_____ x 1.00 =	\$_____	_____ %
Total Amount Women		\$_____	_____ %
Women Participation Goal		\$_____	_____ %

* If the total proposed Female participation is less than the established Women goal, bidder must provide written documentation of the good faith efforts in accordance with Chapter 10C of the AUGUSTA, GA, CODE.



In accordance with Chapter 10C of the AUGUSTA, GA, CODE, Augusta has placed a **1%** goal for **Women Participation**.
This goal must be met or a Good Faith Effort (GFE) must be made to utilize women on this project.

DESCRIPTION OF GOOD FAITH EFFORTS

If you will not meet the Women Participation goal as set forth in the solicitation, **please provide a narrative explanation of why you cannot meet the Women Participation goal and the steps taken to include females in your bid. Describe specific actions (i.e., phone calls, etc.). please provide copies of any solicitation notices sent, whether by email, fax or mail, and the amount of time given for response. Describe efforts to follow up initial communications. Identify the individual(s) from your organization who performed these activities.** Attach additional pages as needed.

I hereby attest that I have exercised Good Faith Efforts (GFE) to meet the City's required Women Participation goal for this project. Despite such GFE, I have not been able to meet the Women Participation goal for this Project.

Signature

Name and Title (typed or printed legibly)

Name of Firm

Date



In accordance with Chapter 10C of the AUGUSTA, GA, CODE, Augusta has placed a **1%** goal for **Women Participation**. This goal must be met or a Good Faith Effort (GFE) must be made to utilize women on this project.

CHECKLIST OF GOOD FAITH EFFORTS

A Bidder/Offeree that does not meet the EDA's Female participation benchmark is required to demonstrate that it made "Good Faith Efforts (GFE)". Please indicate whether any of the following actions were taken.

	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CHECKLIST OF GOOD FAITH EFFORTS
1			Advertisement for solicitation of women in general circulation media, trade association publications, and women-focused media, to provide notices of subcontracting opportunities.
2			Advertisement in general circulation media at least seven (7) days prior to Bid opening on all Subcontractor opportunities. Proof of advertisement must be submitted with the Bid.
3			Provided interested Women-owned firms with timely, adequate information about the plans, specifications, and other such requirements of the Contract to facilitate their quotation and conduct follow up to initial solicitations.
4			Provided written notice to Women-owned firms that their interest in subcontracting opportunities or furnishing supplies is solicited. Provided a contact log showing the name, address, email and contact number (phone or fax) used to contact the proposed female subcontractors, nature of work requested for quote, date of contact, the name and title of the person making the effort, and the amount of the quoted price if one was obtained.
5			Efforts were made to divide the work for Women-owned firms subcontracting in areas likely to be successful and identify portions of work available to Women-owned firms consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons for not including them. <u>The ability or desire of a Bidder/Offeree to perform the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting.</u>
6			Efforts were made to assist potential Women-owned firms' subcontractors to meet bonding, insurance or other governmental contracting requirements. Where feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature that a Women-owned firms could not readily and economically obtain them in the marketplace.
7			Utilization of services of available female community organizations, women contractor groups and other organizations that provide assistance in the recruitment and placement of women-owned firms.
8			Exploration of joint venture opportunities with women-owned firms.
9			Other actions (specify): _____

Please provide written explanation to any "no" answers listed above (by number):

This list is a guideline and by no means exhaustive. The City will review these efforts, along with other documents, towards assessing the Bidder/Offeree's efforts to meet the Women participation benchmarks.



In accordance with Chapter 10C of the AUGUSTA, GA, CODE, Augusta has placed a **1%** goal for **Women Participation**.
This goal must be met or a Good Faith Effort (GFE) must be made to utilize women on this project.

GOOD FAITH EFFORTS

Attention Bidder/Offeror: List all subcontractors or suppliers that were contacted regarding this project. **Use additional sheets as necessary.**

Failure to complete this form, in its entirety with supporting documentation, will result in the bid being considered non-responsive to bid specification.

If you have failed to secure Female participation and you have subcontracting and/or supplier opportunities or if your participation is less than the Female Goal, you must complete this form.

Name of Women Subcontractor/Supplier	Address	Phone	Email	Person Contacted	Date Contacted	Scope of Work Solicited	Method of Communication	Results of Contact

Bidder/Offeror

Project Name

Bid #

Signature

Date

1%
Women Participation Goal

MONTHLY M/WBE UTILIZATION REPORT

(To be submitted with monthly pay application/invoice)

Report No. ____

CONTRACT #:		CONTRACT AMOUNT: \$		DATE FORM SUBMITTED:	
PROJECT DESCRIPTION:				PROJECT COMPLETION DATE:	
PRIME CONTRACTOR:				PERIOD ENDING:	
CONTACT PERSON:				TELEPHONE #:	FAX #

SUBCONTRACTING INFORMATION

M/WBE Subcontractor	Original Agreed Price	Revised Agreed Price	% of Work Completed To Date	Amount Paid This Period	Amount Paid To Date	Gender		Ethnic Category				
						M	F	B	H	A	NA	W

TO BE SUBMITTED BY THE 15TH OF EACH MONTH TO AUGUSTA, GEORGIA'S CONTRACT REPRESENTATIVE AND THE M/WBE LIAISON yjackson@augustaga.gov

I attest that the information submitted in this report is in fact true and correct to the best of my knowledge.

Prime Authorization Signature:		Title:	Date:
<i>This section for Compliance Department Only</i>			
Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Reason for rejection:			
M/WBE Authorized Signature:		Title: DBE Compliance Manager	Date:

Note: The information provided herein is subject to verification by Augusta, Georgia's M/WBE Liaison.

FINAL M/WBE UTILIZATION REPORT

(To be submitted with the final pay application/invoice)

CONTRACT #:	CONTRACT AMOUNT:	DATE FORM SUBMITTED:
PROJECT DESCRIPTION:	PROJECT COMPLETION DATE:	
PRIME CONTRACTOR:	PERIOD ENDING:	
CONTACT PERSON:	TELEPHONE #:	FAX # ()

SUBCONTRACTING INFORMATION

All payments made to DBE subcontractors must be reported on this form.

M/WBE Subcontractor	Description of Work	Original Amount (Agreed to Price)	Final Subcontract Amount	Total Amount Paid	Gender		Ethnic Category				
					M	F	B	H	A	NA	W
	TOTALS:										

TO BE SUBMITTED **BY THE 15TH OF THE MONTH FOLLOWING THE COMPLETION OF ALL WORK PERFORMED BY APPROVED DBEs** TO
AUGUSTA, GEORGIA'S CONTRACT REPRESENTATIVE AND THE M/WBE LIAISON yjackson@augustaga.gov

I attest that the information submitted in this report is in fact true and correct to the best of my knowledge.

Prime Authorization Signature:	Title:	Date:
This section for Compliance Department Only		
Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Reason for rejection:		
M/WBE Authorized Signature:	Title: DBE Compliance Manager	Date:

Note: The information provided herein is subject to verification by Augusta, Georgia's M/WBE Liaison.

NO RESPONSE LETTER

PLEASE SUBMIT BY RESPONSE DUE DATE

RFQ/P #Item #26-142	Construction Manager at Risk for Augusta Juvenile Justice Center Renovation	Due: Tuesday, February 24, 2026 @ 11:00 a.m.
------------------------	--	--

To: **Augusta, Georgia - Procurement Department**

This is to certify that _____, will not be submitting a response to the above referenced solicitation document prepared by Augusta Procurement Department.

Reason(s) for No Submission:

___ Unavailability of required resources

___ Prior commitments

___ Inadequate anticipated funding Level

___ Project Duration

___ Potential conflict of interest

___ Duplication of ongoing effort

___ Other (please explain)

Authorized Representative:

Name:

Title:

Signature:

Date: ____/____/20____