

## **SECTION 4: INSTRUCTIONS TO PROPOSERS**

### **1. SELECTION & AWARD SCHEDULE**

a. The currently planned schedule for selection and award of services is as follows:

• Publish RFP on Grady website	March 20, 2019
• Pre-Proposal Conferences	April 9, 2019
• Last Day for Questions	April 16, 2019
• Proposal Due Date	May 9, 2019
• Owner's reconciliation period	Week of May 13, 2019
• Negotiation Period	Week of May 20, 2019
• Award and Execution of Agreement and Task Order 1	Week of May 27, 2019

b. The dates or steps listed above are for reference only and not intended to establish any contractual expectation. GHS may modify those dates and adjust the planned schedule or process.

### **2. DUE DATE**

a. Sealed proposals must be submitted to GHS's Representative, Stacy Parker by 4:00 p.m. on May 9, 2019.

b. Proposals shall not exceed 40 pages in length. Utilized font size shall not be smaller than 10 points.

c. All proposals will be submitted in hardcopy with an accompanying electronic copy emailed to [Electrical\\_Switchgear\\_Replacement.05.01.01\\_RFP@docs.e-builder.net](mailto:Electrical_Switchgear_Replacement.05.01.01_RFP@docs.e-builder.net).

d. Four (4) bound hardcopy proposals are to be submitted in entitled "Proposal for Design, Pre-Construction and Construction Services for F2013021 Electrical Switchgear Replacement Project."

e. GHS may reject all proposals received after the specified time and may return proposals unopened.

f. GHS may reject a proposal that does not contain information requested by this RFP. GHS may at any time request from a Proposer clarifications to a proposal or supplemental information.

g. GHS may in its discretion waive any of these RFP requirements. However, GHS expects that Proposers adhere to these RFP requirements and failure to adhere to such requirements may result in a proposal not being considered and deviation may be considered by GHS in the selection of the Proposer with whom it elects to contract.

### **3. PRE-PROPOSAL CONFERENCES**

a. Mandatory Pre-Proposal Conference – GHS will conduct one (1) mandatory pre-proposal conference for each Proposer. Key representatives from the Proposers' team must be present at pre-proposal conference (note that attendance will be limited to 8 representatives of the contractor).

b. Pre-Proposal Conference will be held April 9, 2019 at Piedmont Hall, 22 Piedmont Ave., Atlanta, GA 30303

c. This conference will provide each Proposer with an opportunity to have GHS address any comments and provide clarifications related to the Proposal.

d. Addenda will be issued to address clarifications or comments resulting from pre-proposal conferences.

4. GHS'S REPRESENTATIVE

- a. Stacy Parker, Sr. Project Mgr., Facilities Development
- b. Phone Number - (404) 616-5073
- c. E-mail address – [saparker@gmh.edu](mailto:saparker@gmh.edu)
- d. Mailing Address – Facilities Management, 80 Jesse Hill Jr. Dr., Atlanta, GA 30303
- e. Office Address – 22 Piedmont Avenue, Third Floor, Atlanta, GA 30303

5. QUESTIONS REGARDING THIS PROPOSAL

- a. Questions shall be submitted in writing by email through e-Builder at [Electrical\\_Switchgear\\_Replacement.05.01.01.01\\_Proposer\\_Questions@docs.e-builder.net](mailto:Electrical_Switchgear_Replacement.05.01.01.01_Proposer_Questions@docs.e-builder.net)
- b. The deadline for submitting questions is COB April 16, 2019. GHS's Representative will distribute its responses in written addenda.
- c. No oral statement, clarification, or opinion regarding anything in the RFP is valid or binding unless also issued in writing by GHS's Representative.
- d. GHS's Representative is the only person authorized to provide a formal response to a question.
- e. No GHS employee or other GHS consultant is authorized to make any statement that would bind GHS regarding this RFP

6. SUBMISSION REQUIREMENTS

- a. Format - The Proposal must be submitted in the format as follow:
  - Submit four (4) hardcopy proposals in an 8 ½" x 11" format, bound, double sided, using at a minimum 10 point font size, with exhibits and drawings on an 11" x 17" format folded to an 8 ½" x 11" size. Submission shall not be longer than 40 pages in length.
  - Submit proposal in hardcopy with an accompanying electronic copy emailed to [Electrical\\_Switchgear\\_Replacement.05.01.01\\_RFP@docs.e-builder.net](mailto:Electrical_Switchgear_Replacement.05.01.01_RFP@docs.e-builder.net)
  - Submit proposal titled: "Proposal for Design, Pre-Construction and Construction Services for F2013021 Electrical Switchgear Replacement Project."
  - Any cost incurred in the preparation and presentation of this response is to be absorbed by the Proposer. All documents submitted will become the property of GHS unless otherwise requested in writing by Proposer at the time of submission. Further, any materials submitted by Proposer that should be considered "CONFIDENTIAL" must be clearly marked as such. Submission of any materials, confidential or otherwise, will implicitly grant the right of use by the Corporation. All portions of the Proposal that are not designated as confidential will become part of the public record following an award. Documents designated as confidential will be treated as such to the extent permitted by law, including but not limited to the Georgia Open Records Act.

b. Content of Proposal - The Proposer will submit each Proposal in the following tabbed format:

- Tab 1 - Cover Letter: Provide a brief introduction of the proposed Team and include an overview of the successes, history and approach to providing a successful project of this scope and complexity. Proposer should also affirm that the proposed Project can be successfully completed within the prescribed schedule and estimated amounts. Indicate name and the business address of the entity, or individual that will be the party to the proposed contract and the Proposer's business telephone number, fax number, and e-mail address. Indicate the type of ownership (sole proprietorship, partnership, corporation, joint venture, or limited liability company—list state in which incorporated) and parent company, if any. Please disclose any ownership and/or relationships with Grady Health System and /or the Grady Memorial Hospital Corporation d/b/a Grady Health System. Disclose whether the proposing entity, or any shareholder, member, partner, officer or employee thereof, is presently a party to any pending litigation, or has received notice of any threatened litigation or claim directly or indirectly bearing on Grady Health System or The Fulton-DeKalb Hospital Authority. Disclose the name and title of any of Grady Health System's and/or The Fulton-DeKalb Hospital Authority board members, officers, administration, employees, contracted employees or independent contractors that are employed by or affiliated with the Proposer's organization. This includes but is not limited to the Proposer's board members, committee members and advisors to the Proposer's organization, holding company or any owned subsidiary.

- Tab 2 - Proposer's Technical Expertise: This section provides the Proposer an opportunity to show its understanding of the entire Project, to identify important issues or considerations, to demonstrate the team's experience, to identify its management approach to Design Assist and Design Build with incremental approvals and to provide technical narrative that responds to this RFP and its Project Drivers.

- Tab 3 - Governmental Review and Coordination: Provide a narrative describing the approach proposed to manage the phased GHS and Governmental Authorities review. Also include a narrative describing your approach to phased partial building construction and incremental approvals from the multiple Governmental Authorities. Address the process to coordinate ongoing design efforts, concurrent construction activities, TIO management, communication and management strategy to support these activities.

- Tab 4 - Proposer's Team Personnel and Organization: This section is used to understand the Proposer's overall Project organization, lines of authority and staffing plan, including the durations of the persons and positions proposed for this Project. The Proposer shall also identify key personnel who will serve as primary contacts, possess professional certifications and demonstrate successful related work experience on projects of similar scope and complexity. The Proposer is expected to commit key personnel to the Project through Substantial Completion to maintain continuity with GHS and Project Staff as outlined in the General Conditions of the Construction Contract. Provide an organization and staffing plan that shows the contractual reporting relationships of the team and a narrative that defines the Project management and staffing plan by phase and key personnel for the duration of the Project. Indicate the amount of time staff will spend onsite and/or in co-location space. Provide proposed staffing plan. Include description of job accountabilities for each key position. Provide resumes or business service descriptions for key personnel, associates, subcontractors, PM services, etc. proposed for this Project. Each resume should include the person's name, title, authority and responsibilities in the Project, past project experiences, education licenses, and professional affiliations.

- Tab 5 - Delivery Plan: Provide a narrative description of how Pre-Construction Services with Design Assist and Design Build and Construction Services will be integrated to the overall work plan and coordinated throughout the entire Project, including but not limited to:

- Defining the responsibilities of the Contractor and other Subcontractors, and the integration of Design Assist Subcontractors and Design Build Subcontractors;

- Describe your concept for deploying the required resources to the Project. Describe any on-site needs to be provided by Grady Health System.
- Describe what the plan will be for developing and maintaining communication between the aforementioned team members, as well as between the Design Team and Owner;
- Describe how Proposer will develop an approach that integrates the ongoing review, coordination, and quality control processes to the specific packages during the continued design, review durations, start of work in the field, and coordination with the remaining design packages;
- Describe how the proposed team will participate and coordinate in the design, design and constructability reviews, estimating, and scheduling regarding construction methods, sequencing, material and equipment selection, system development, overhead and underground systems and utility development;
- Describe your approach to and philosophy on value engineering;
- Describe your safety program and provide your company's safety record, including EMR for the past three (3) years;
- Identify responsible individuals who will define and manage the process of developing the Subcontractor scope packages, how they will be coordinated and prepared; the prequalification process for Subcontractors; how the trade work coordination is to be integrated and finalized for shop drawings and construction documents, required equipment testing and certification, then tracked for Subcontractor progress in the field and resolution of final installation coordination issues between all trades;
- Identify any scopes of work that your firm might self-perform, provide evidence of successful delivery of self-performed work on previous jobs, and describe any benefit to the Project;
- Describe how the quality of materials and equipment are to be assessed during the design to define minimum life-cycle prices and identify the best selection of material and equipment;
- Describe your process for Cost Control throughout the project design and construction phase. Specifically address your approach to Schematic Design Estimates, Design Development Estimates and Construction Documents Estimates. Include discussions about contingency management and your recommendations for how contingency is best used to successfully deliver projects within budget. Please discuss the applications of contingencies as they relate to foreseeable and non-foreseeable changes after the GMP is accepted. Also discuss the use of Allocations and Allowances and how your approach will utilize them;
- Describe how the proposed team will coordinate other Equipment installation planning and coordination of Owner-Furnished Owner-Installed (OFOI) items, Owner-Furnished Contractor-Installed (OFICI) items, and Contractor-Furnished Contractor-Installed (CFCI) items;
- Describe the plan once construction of the Project has commenced to coordinate the on-going design, reviews, and approvals with the progress of work in the field;
- Provide a narrative description of the process that will be used and the responsible party to oversee the implementation of redline construction comments, integrating RFI responses, updating drawing packages with addenda and clarifications in an effort to maintain a record set of drawings on a "real time" basis and fully utilizing the Design Assist and Design Build models;

- Tab 6 - Schedule: The Proposer shall provide a Conceptual Project Schedule that coordinates and integrates the Pre-Construction Services with milestone dates for each permit package including milestone estimates and where appropriate, DCH reviews, procurement of City approvals, construction of the Project, and Final Completion within the Contract Time.
- The Conceptual Project Schedule will be prepared in Microsoft Projects and broken down by activity and duration highlighting the critical path.
- Provide timeline for each phase and sub-phase of your work. Time is of the essence; proposed schedule shall not exceed schedule milestones identified in EXHIBIT B of the Services Agreement.
- See Exhibit B - Project Schedule Milestones for major project milestones and constraints.
- Tab 7 - Cost Proposal: The Proposer will provide work plans for the Project. Work plans will be required in the format as detailed in Exhibit D, inclusive of subsections for each category – Pre-Construction Services and Construction Services.
- Task Order 1 shall set forth a Guaranteed Maximum Price amount for Pre- Construction Services.
- The Proposed pricing shall include sufficient detail that shows:
  - The Contractor’s proposed fee percentage, separately for Pre- Construction Services and Construction Services portions.
  - The proposed firm price for all General Conditions during the performance of Construction Services based on Project scope, budget amounts and time line defined within 1.2.4.
  - The Proposer’s Contractor Controlled Insurance Program (CCIP) rate consistent with the policy limits defined in Exhibit 1 of the General Conditions of the Construction Contract.
  - The Proposer’s rate for Subcontractor Default Insurance. Proposer shall also include a footnote listing any subcontractors that would not be included into the Proposer’s program.
  - The Proposer’s rate for 100% Performance Bond and Payment Bond for the Guaranteed Maximum Price and another rate for 100% of the Construction Services Fee, General Conditions and General Requirements.
  - The proposed Pre-Construction Services price shall represent the complete amount to perform the Pre-Construction Services scope of work within the time detailed in Task Order 1.
  - The Proposer may at their option provide an alternate general conditions and schedule proposal with such detail as would be required for a complete analysis by GHS.
- Provide rate schedules for proposed team members for entire term of Agreement, separately for Design Pre-Construction Services and Construction Services.
- For extended Pre-Construction Services, beyond the time period for such Services indicated in 1.2.4, provide an all-inclusive daily price to be applied to additional days of Pre-Construction Services if required by GHS.
- Rates shall be fully burdened and include all of Proposer’s costs, whether direct or indirect and include all offices and administrative costs.

- GHS reserves the right to modify the scope of work described in this RFP, which may result in a negotiated fee, subject to changes in the terms and conditions of the final agreement and final fee cost.
- Tab 8 - Acceptance of Agreement and Terms and Conditions: The Proposer must include a statement affirming its acceptance of all of the terms and conditions contained in Task Order 1 and the project contract documents referenced there in. If Proposer takes exception with any of the Agreement and General Conditions of the Construction Contract, Proposer shall provide a red-lined mark up of such provisions, grounds for such exception, and proposed resolution which may or may not be accepted by GHS. GHS will consider the extent and nature of changes requested by each Proposer in determining which Proposer to select.

#### 7. ADDENDA

- a. Proposers must direct all questions about the meaning or intent of any documents in writing to Owner's Representative per Section E above. GHS will issue by formal written addendum any interpretations or clarifications on behalf of GHS in response to such questions via postings on website. Proposers should not rely on any answers not included in a formal written addendum. Responses may not be provided to all inquiries.
- b. GHS reserves the right to issue addenda to modify any documents related to this RFP.
- c. Proposer will acknowledge its receipt of all addenda in its proposal.
- d. Proposers may obtain a complete list of addenda from GHS prior to submission of its proposal.