Amana Academy West Campus

Request for Proposals ("RFP") for Construction Services

This document reflects an RFP in a Competitive Cost Sealed Proposal format to procure fee-based comprehensive general construction services for a new public charter school campus for Amana Academy ("Amana") in Mableton, Georgia. The RFP will be distributed to construction specialists with experience in providing cost estimation, general contracting, and construction management services with a preference for firms with prior experience building schools, specifically public charter schools, and those with a successful track record of delivering on-time, on-budget construction projects. Proposals will be evaluated by Amana's leadership and its representatives.

Amana is committed to building a project team that is representative of the communities it serves and accordingly will prioritize firms that demonstrate a record of inclusivity and diversity within its firm leadership, operational practices, and community partnerships.

Amana: INTRODUCTION AND PROJECT OVERVIEW

Amana first opened its doors in 2005 in Alpharetta and currently serves over 700 students. Amana is now opening its second K-8 campus, Amana Academy West Campus, in Cobb County. The first phase includes the development of a temporary campus at the Girl Scouts' Camp Timber Ridge. This campus will utilize modular classrooms for the first three years while a permanent campus will be planned, designed and constructed. The site must be prepared to receive the modular buildings by installing underground utilities, stormwater management system, and other exterior improvements. Once the modular classrooms are placed, those utilities will have to be connected and walkways, ramps and steps will have to be constructed. The school will be fully operational in the summer of 2022.

Amana has engaged with Level Field Partners for strategic facility planning support. Level Field Partners' ("Level Field" or "LFP") overall mission is to help solve facilities and financing challenges for high quality charter schools across the country and will continue to partner with Amana through transaction management through loan closing and overall project oversight, serving as an extension of the Amana leadership team.

The total construction budget for the project is currently estimated at $1M, which is inclusive of all construction costs, site work costs, utility upgrade/installation costs, AV/IT, bonding, design and contractor fees and general conditions, permits and special inspection expenses. This number is conceptual and directional based on early construction estimates based on conceptual design. It does not include any costs associated with remediation, nor the owner's contingency or owner-procured FF&E, which will be held outside of the Guaranteed Maximum Price (GMP) contract, along with all other soft costs and financing-related expenses. This will also exclude the scope that will be under the purview of the modular contractor (which is expanded on in Vesta Modular's Building Specifications and Scope of Work). To the extent these aforementioned expenses outside the GMP contract decrease, Amana may notify the project team to reinvest those dollars back into actual scope within the GMP contract.

Please reference the link here to support an RFP response:

- Drawings – There should be four (4) sheets of drawings included.
  - G000 – Cover Sheet
  - A010 – Proposed Site Plan
  - A111 – Enlarged Modular Site Plan
  - C1 – Composite Civil Plan
- Building Specifications and Scope of Work – This document is provided by Vesta Modular and should help define what they are providing and what is expected on the general contractor.
- Geotechnical Report – This document was commissioned by Amana to determine the soil bearing capacity and whether footings will be required or not.
- Bid Form – A bid form has been provided at the end of this document as Exhibit A and must be completed and submitted with the RFP so that we can better access the bids and make sure that the scope is covered.
- Project Milestones
  - December 17, 2021: Submit permit drawings to Cobb County
  - May 1, 2022: Complete all heavy construction, especially outside the gate on North Allen Road
  - July 15, 2022: Project substantial completion, ready for Amana to install all FF&E.
  - August 1, 2022: Project completion, classes can begin.

Infrastructure Construction for Modulars

The site must be prepared to receive the modular buildings including tree removal and all utility lines for access and building placement. All the underground utilities and rough grading will need to be completed and coordinated with the modular manufacturer. Coordination with Cobb County will also be required for meters, taps and other criteria. The utilities are shown on the site plan accompanying this document. They are, but may not be limited to, the following:

- *Sanitary sewer* – A new 6” forced main line will run to the existing manhole in North Allen Road via a forced main from the modular building location. A lift station and pumps will be located near the modular buildings. There will be a 4” line from the modular building to the lift station. The lift station will also require a small generator and transfer switch.

- *Domestic water* – A new 2 1/2” domestic water line will run from the existing water line in North Allen Road at the Camp Timber Ridge gate to the modular buildings

- *Fire line* – A new 8” fire line will run parallel to the domestic water line with a RPZ backflow preventer at the property and continue to the modular buildings for the fire suppression system in each building. There will be a fire hydrant and fire department connection provided near the modular buildings.

- *Electrical* – Electrical service will come from the existing power that feeds the Camp via overhead power lines that run near the modular site. There will be a new pole-mounted transformer and service panels that will feed panels at the modular building. There is a 150-amp panel at every 14-foot section of modular buildings that is included with the modular building. The building voltage will be 120/240 volts, 1-phase, 3-wire. The estimated electrical service for each building is as follows:

- (3) 4-Classroom Buildings = 800 amps per building

- *Low Voltage* – Data will also come from the existing overhead power poles that transverse the site. The modular will receive a data connection. A fire alarm system shall be provided in the modular buildings.

- *Stormwater Management* – The site hydrology has not been calculated; however, a conceptual layout of the detention area has been shown on the civil plan delineating the size and depth that will likely be required for the impervious area being added to the site.

Modular Installation

The modular building will be transported and installed by the modular manufacturer, Vesta Modular. They will be responsible for all the work associated with setting and supporting the units, assembling, and applying any finishes on the inside. The attached "Building Specifications" and "Scope of Work" document defines the list of responsibilities of the mobile manufacturer and those of the contractor.

The site is heavily wooded and has significant grade changes. Many trees will need to be removed as is evident in the drawings. The exact number of trees and the relative sizes is not known at this time; however, a reasonable estimate can be gleaned from the survey information shown in the drawings as well as visual inspection during a site visit. The modular building locations will need to be graded to accommodate the modular buildings and their foundation systems. All retaining walls shall be granite rubble walls to blend better with the natural surroundings.

There are several raised wood tent structures in the location of the modular buildings. These will be removed by the Girl Scouts prior to the project work beginning. However, an alternative cost has been requested in the bid form for the contractor to remove these structures and salvage them for the Girl Scouts.

The general contractor will provide a graded pad for the modular manufacturer. The buildings will be placed on dry-stacked CMU piers on ABS pads per Vesta Modular's contract with the owner. If the geotechnical report recommends additional bearing capacity, footings may be required, but not anticipated.

Modular Connections and Access

The Cobb County fire marshal requires fire apparatus access to the buildings. We anticipate using asphalt for this drive. The access drive will be 20 feet wide per code requirements with a dead-end of no more than 150 feet with a turn-around leg 70 feet deep to provide space for a fire truck to turn around.

An additional walkway has been added from the existing parking lot to the modular buildings for ADA accessibility to the modular buildings. This walkway will be concrete. There will be some LED site lighting along the path.

Once the modular buildings are installed, all utilities must be connected and made operational. The fire suppression system shall be installed in all modulars per code requirements. Wood platforms at doorways will be installed with steps and ramps as shown on the drawings.

The entire Camp site is enclosed with a chain link fence; however, the existing slide gate at the Ranger's House at the start of the fire access drive needs to be replaced with a new controller. The new slide gate must be 20 feet wide and controller must be on card access. Provide a Knox box, to be attached to the fence post, to allow the fire department access.

SCOPE OF WORK

Amana is seeking an experienced construction partner to help inform costs and risk during the remainder of the design, permitting and construction processes, while strategically planning for a Summer 2022 delivery for sufficient space to accommodate Amana's inaugural class. Amana is requesting comprehensive construction services, including but not limited to:

Manage Project Team through Permitting & Final Construction Contract

- Providing iterative cost estimates, and leading any necessary value engineering analyses, ensuring that hard costs are priced early and aggressively by multiple subcontractors and that the architecture and engineering teams thoroughly evaluate potential unforeseen conditions and change order costs, working to cure such challenges in advance of construction (or through the reservation of additional project budget contingencies)
- Evaluating the potential Add Alts scopes and use of contingency throughout pre-construction and construction phases to deliver school maximum programmatic scope
- Preparing and owning the Project Schedule, incorporating key inputs by the Architect; providing periodic updates to Amana on the execution of the project relative to its intended delivery date, focusing on building permit and entitlement processes
- Preparing and actively maintaining the Construction Budget, inclusive of all hard and construction-related soft costs, and contractor contingencies; providing monthly updates to Amana
- Preparing all necessary bidding / RFP documentation to run a competitive subcontractor selection process, ensuring bids by multiple subcontractors, clear bidding schedules, clear Minority- / Women-owned Business Enterprise (M/WBE) targets, etc.

Project Oversight through Construction & Closeout

- Oversee and facilitate all construction and on-site approval activities
- Lead all weekly construction meetings, ensuring project representatives prepare meeting agendas and minutes, as well as monthly construction reports, with regularity
- Determine site approach and phasing, as well as establish clear on-site safety protocols for construction personnel, school staff, and students
- Ensure receipt of all necessary approvals and permits necessary for project completion and school occupancy

- Prepare monthly budget review meetings with Amana to track actual spend, overages/savings, change order requests, and project schedule implications, if any
- Closely monitor all change orders, requesting detailed backup and confirmation by appropriate team members (e.g., Architect); make recommendation, when multiple options, to Amana while communicating impact to Project Budget
- Manage the closeout of all punch list items
- Ensure and manage project closeout through the testing and training of key Amana staff on major systems and equipment, including working with Amana staff to set up utility accounts, collecting all warranties, releases, waivers, etc. required under the Construction Contract, etc.
- Support with all lender-requested draw package and final closeout documentation (e.g., lien waivers, Certificate of Occupancy)

RFP PROCESS

Response Submittal Requirements[1]

Any response to the RFP should be concise and presented in the same order as the elements listed below. Respondents will submit copies of their completed proposal in electronic copy by **Wednesday, January 12, 2022 at 5PM EST** to:

- Missy Rahman (mrahman@amanaacademy.org)
- Rob Tate (rob@levelfieldpartners.com) and
- Jimmy Henderson (jimmy@levelfieldpartners.com)

Amana Academy will apply the following objective selection criteria to determine the selected construction firms:

- Firm Qualifications – 30%
- Staff Qualifications – 25%
- Project Approach – 15%
- Price – 20%
- Minority Participation – 10%

Proposals should be submitted with clearly corresponding sections to the following items below.[2]

1. Cover letter summarizing your proposal, qualifications and proposed project team
2. Firm Experience, including organizational and executive management background, number of employees, annual business including breakdown of specific K-12 business ($), and relevant educational / charter / non-profit construction experience
    a. Bios for all proposed project team members

[1]Requests for clarification ("RFC") regarding any information set out in this RFP may be submitted to rob@levelfieldpartners.com. Any information shared or developed as a part of this RFC process will be shared with all RFP respondents at least 24 hours before the submission due date.

[2] All proposal costs are to be borne by the proposer.

   b. Contact information for all proposed project team members
3. Current workload
4. Firms approach to diversity and representation of people of color within its firm and on this project team, inclusive of subcontractors and labor force outreach and selection
   a. Detailed approach to meet M/WBE participation minimum of **25%**
   b. Firm's approach to measuring and tracking M/WBE Metrics
5. Proposed fee structure, detailed as follows:
   a. General conditions (monthly rate ($) for this project)
      i. Please specify what activities are captured within the general conditions
      ii. Please detail by individual / role (e.g., Project Manager, Project Executive)
      iii. Please detail by phase if staffing is expected to change over the project duration (e.g., Pre-Construction, Mobilization, Construction)
   b. Profit & overhead (%)
   c. P&P bonding rate (%)
   d. Builder's risk insurance rate (%)
   e. Subguard Rate, if applicable (%)
   f. General Liability Rate (%)
   g. Any shared savings clauses (%)
   h. Other – *if any other costs unlisted above*
6. Feedback or consideration on the proposed construction schedule
7. Feedback or consideration on the Construction Build budget and feasibility relative to proposed program and site
8. Approach to value engineering and management of add alternate scopes of work
9. References – Contact information for a minimum of three references

Selection Process and Criteria

Amana's leadership, along with its consultants, will review the responses to the RFP. Amana will request any additional information and schedule interviews with finalists, as needed, ahead of quickly making its selection.

Amana will develop and apply objective selection criteria, which will consider all material submitted in response to this RFP, along with all additional information as part of the follow-up questions and the interview process to select the most advantageous responsible and responsive proposer. Amana reserves the right to reject all bids.

Site Visit

The site will be made available to view by potential bidders on the following date/time:

Thursday December 16, 2021 from 1-3pm ET

Visitors should plan to check in at the Girls Scouts of America office upon arrival. From there they will be guided to the site area to review existing conditions.

Anticipated Selection Schedule:

▪ Request for Clarification Deadline	January 5, 2022 by 5:00pm ET
▪ Response to Final Questions	January 7, 2022 by 5:00pm ET
▪ Proposal Deadline	January 12, 2022 by 5:00pm ET
▪ Follow up Questions & Interviews, as necessary.	By January 21, 2022 (target)
▪ Notify Selected Firm	By January 24, 2021 (target)

Exhibit A: Bid Form

CSI Division	*Item and Description*	*Cost*
Division 1	General Conditions	
	Fee	
	Contingency (5%)	
	Erosion control	
	Permit fees	
	Impact fees	
	Coordination with modular manufacturer	
	Miscellaneous	
Division 2	**Not applicable**	
Division 3	Concrete sidewalk path from parking lot	
	Asphalt Fire apparatus access drive from North Allen Road to modular building with turnaround leg	
Division 4	**Not applicable**	
Division 5	**Not applicable**	
Division 6	Wood platforms, steps, and ramps; handrails and guardrails	
Division 7	**Not applicable**	
Division 8	**Not applicable**	
Division 9	**Not applicable**	
Division 10	**Not applicable**	

Division 11	**Not applicable**	
Division 12	**Not applicable**	
Division 21	Fire suppression system in modular building	
Division 22	Final connections for sanitary, domestic water and fire line at modular	
Division 23	**Not applicable**	
Division 26	Main service panels and wiring from transformers	
	15 kVa generator and transfer switch for lift station pump	
	Final connection of electrical service to each panel on modular buildings	
	Exterior lighting (Assume 20 path light fixtures along pedestrian ADA walkway, locations TBD)	
Division 27	Final connections of voice and data at each modular	
Division 28	Fire alarm in modular buildings per International Fire Code	
Division 31	Tree removal (Assume 100 trees, 2” to 18”, mostly pine)	
	Grading for modular buildings	
Division 32	Landscape allowance	**$15,000**
	Chain link fencing and gate	
	Access drive slide gate and controller	
	Granite rubble retaining walls	

Division 33	Storm pipe and drains and inlets	
	Detention outlet structures and pipes	
	6” forced main sanitary line from the existing North Allen Road manhole to modular, including additional manholes along the route	
	Lift station storage vault and pumps	
	Water meter, backflow preventer and tap fees	
	2 1/2” Water service line from North Allen Road	
	8” Fire service line with backflow preventer, hydrant, and fire department connection near modular buildings	
TOTAL		
	ALTERNATE 1: Use porous concrete in lieu of asphalt paving for fire apparatus access drive	
	ALTERNATE 2: Remove and salvage the existing tent structures for the Girl Scouts	