



**Macon Water Authority**

**Request for Qualifications  
(Step I)**

**and**

**Request for  
Proposals (Step II)**

**To Provide**

***Construction Management at-Risk Services  
(CM/GC)***

**for**

**Project No.**

**"SITE 3"**

**FOR**

**MACON WATER AUTHORITY**

**MACON, GA.**

**Solicitation Issue Date: October 21, 2026**

**Qualifications Packages Due: December 3, 2026**

## **TABLE OF CONTENTS**

### **STEP I – REQUEST FOR QUALIFICATIONS (RFQ)**

- 1 GENERAL PROJECT INFORMATION
- 2 CONSTRUCTION MANAGEMENT AT-RISK SERVICE REQUIREMENTS
- 3 QUALIFICATIONS REVIEW PROCESS
- 4 SCHEDULE OF EVENTS (STEP I)
- 5 SUBMITTAL OF QUESTIONS AND REQUESTS FOR QUALIFICATIONS
- 6 INSTRUCTIONS FOR PREPARING *STATEMENTS OF QUALIFICATIONS*
- 7 SUBMITTAL OF *STATEMENTS OF QUALIFICATIONS*

### **STEP II – REQUEST FOR PROPOSALS (RFP) from Qualified Finalists**

1. CONTRACT INFORMATION
2. BUILDING PROGRAM
3. SCHEDULE OF EVENTS (STEP II)
4. PRE-PROPOSAL SITE VISIT
5. SELECTION PROCESS
6. INSTRUCTIONS FOR PREPARING *PROJECT PROPOSALS*
7. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATIONS AND EXTENSIONS
8. SUBMITTAL OF *PROJECT PROPOSALS* AND *FEE PROPOSALS*
9. PRESENTATION / INTERVIEW INFORMATION
10. ADDITIONAL TERMS AND CONDITIONS
11. EXHIBITS
  - a. Exhibit A - Certification Form
  - b. Exhibit B – Contractor Affidavit
  - c. Exhibit C – CM/GC Fee Proposal
  - d. Exhibit D- Attachment A- Preconstruction Cost  
Exhibit D- Attachment B- General Construction Cost
  - e. Exhibit E – Proposer's Disclosure Statement
  - f. Exhibit F - Site 3 – Existing Floor Plan Drawing
  - g. Exhibit G – Site 3 – New Work Site Plan Drawing
  - h. Exhibit H - Site 3 – New Work Floor Plan Drawing



## REQUEST FOR QUALIFICATIONS

### Step I

#### Construction Management at-Risk (CM/GC) Services

Project No.

**"SITE 3"**

FOR

MACON WATER AUTHORITY

MACON, GA.

The Macon Water Authority ("MWA") as ("Owner"), is soliciting Statements of Qualifications from firms interested in providing construction management at-risk services for the construction of a project known as **Project No. Site 3, "951 5<sup>th</sup> St. Maintenance Office Expansion"** in Macon, Georgia. This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services. Some firms that respond to this RFQ, who are determined by the Owner to be especially qualified, may be deemed eligible and may be invited to interview and offer proposals for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. MWA reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at their discretion.

### 1. GENERAL PROJECT INFORMATION

#### Project Background

**The Site 3 project consists of a one-story office building connected to the existing Maintenance Warehouse building. The Office area will have a new building expansion.**

#### 951 5<sup>th</sup> Street:

1. Existing one story 2,264 s.f. Maintenance Office Building constructed in the 1940's. On the south side of the building it shares a wall and door with the Maintenance Warehouse building. The construction consists of a slab on grade, steel frame structure with brick veneer exterior. The building has a flat roof with a mechanical unit on the roof. There are perimeter gutters and downspouts which discharge on grade. The building has large aluminum framed windows on the East, West and North elevations .
2. The existing Maintenance Warehouse building shares a portion of its North wall with the existing Office building. At the exterior of the North Elevation there are existing wall mounted HVAC units which will remain. The existing downspouts on the North elevation discharge on grade.
3. New one story 2,694 s.f. Maintenance Office Expansion to be connected to the existing office building with low roof area below the eave height of the existing building. The addition will be built ten feet from the existing Maintenance Warehouse building with a fenced in outdoor courtyard area.

## **Project Description**

### **The Site 3 project consists of the following:**

#### **951 5<sup>th</sup> Street:**

1. Existing one story 2,264 s.f. Maintenance Office Building to be renovated as shown on attached exhibits F, G and H. This building will remain connected to the existing Maintenance Warehouse building. The existing exterior aluminum windows will be replaced with aluminum framed storefront windows smaller in area to reduce heat gain of the building. Infill of the original window openings will be with synthetic stucco.
2. New one story 2,694 s.f. Maintenance Office Expansion to be connected to the existing office building with low roof area below the eave height of the existing building. The addition will be built ten feet from the existing Maintenance Warehouse building with a fenced in outdoor courtyard area. This area will have area drains piped to the existing storm sewer.
3. The existing Maintenance Warehouse's north elevation facing the new courtyard will have the existing downspouts piped underground to the existing storm sewer. The existing toilet within the footprint of the existing office building that serves the Maintenance Warehouse will be renovated.

See Exhibits F, G and H for Drawings.

## **Project Delivery Method**

The delivery method for this Project will be Construction Manager at-Risk.

## **Project Schedule**

The Design Professional's services are anticipated to commence August 2026. Construction documents are anticipated for completion in September 2026. Preconstruction services are expected to begin immediately upon execution of the contract with the CM/GC. The CM/GC shall obtain written authorization from the Owner prior to proceeding with any additional services. The start of construction is anticipated to begin in October 2026. *(All of the dates above are estimates and are contingent on the availability of funding).*

## 2. CONSTRUCTION MANAGEMENT AT-RISK SERVICES REQUIREMENTS

The prospective CM/GC will provide preconstruction services which may include, without limitation, technical review, cost verification, cost evaluation, value engineering, schedule development, and schedule evaluation, in addition to management of the construction. The CM/GC will be expected to work collaboratively with the Design Professional to develop component bid packages during the course of construction. In addition, CM/GC will be responsible for methods of construction, safety, and the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its predetermined budget and schedule. The successful CM/GC will be required to work collaboratively with the Owner's consultants.

## 3. QUALIFICATIONS REVIEW PROCESS

**Step I- Qualifications Review** This **RFQ** is issued for the purpose of acquiring Statements of Qualifications from prospective CM/GC firms. A selection of finalist firms will be made by a Selection Committee consisting of representatives of the MWA. The Selection Committee will receive and review Statements of Qualifications submitted in response to this RFQ. To be deemed eligible for evaluation, firms must meet the following minimum qualifications:

### **Minimum Qualifications Required**

- The firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
- The firm or its principals have not been terminated for cause or currently in default on any public works contract.
- Firm must have sufficient bonding capacity for anticipated total cost of work. Only those sureties listed in the Department of Treasury's Listing of Approved Sureties (Department Circular 570) are acceptable to the Owner. At the time of issuance, all insurance and bonds must be issued in the State of Georgia for the applicable line of insurance. Such company shall be an insurer (or, are qualified self insurers or group self insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A-" or better and an A.M. Best Financial Size Category of Class V or larger.
- Firm must have a current Contractor's Public Liability Insurance policy. (The Owner reserves the right to require additional limits and/or coverage for actual contract).
- Firms must have all necessary, valid and current licenses to do business in the State of Georgia. The firm must demonstrate sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher.

- The firm must demonstrate a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rate (EMR) over the past three years of 1.2 or less. (Each of the last three years shall be 1.2 or less).

The Selection Committee will evaluate the submittals that have met the above minimum qualifications. Criteria for the evaluation are listed below:

#### **Criteria for Evaluation of Statements of Qualifications**

**25% Factor:** Stability of the firm, including the firm's corporate history, resources, forms of ownership, litigation history, financials, etc.

**45% Factor:** Firm's relevant project experience and qualifications, including the demonstrated ability of firm in effective management of construction of facilities comparable in complexity, size, and function, for public owners.

**30% Factor:** Firm's suitability to provide services for project, including the firm's apparent fit to the project type, delivery method, any unique qualifications for the project, current and projected workloads, describe your firm's plan for competitively selecting subcontractors. Additional factors for a firm's suitability will include the construction manager's office location/proximity to the project, and current/recent project workload.

#### **4. SCHEDULE OF EVENTS (STEP I)**

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are prevailing times in Macon, Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

| <b>STEP I (RFQ) Estimated Time Line</b>                                                |          |        |
|----------------------------------------------------------------------------------------|----------|--------|
| a. Owner issues public advertisement of <b>RFQ</b>                                     | 10/28/26 | -----  |
| b. Deadline for written questions/requests for clarification (see section 6)           | 11/19/26 | 4:00pm |
| c. Deadline for submission of Statements of Qualifications                             | 11/25/26 | 2:00pm |
| d. Owner completes evaluation, post results, and issues notification to finalist firms | 12/13/26 | -----  |

#### **5. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION**

It is the responsibility of each respondent to examine the entire RFQ and RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Questions about any aspect of the RFQ, or the project, shall be submitted in writing (e-mail is preferable) to:

Macon Water Authority  
790 Second Street  
Macon, Georgia 31201  
Jay Payne  
Email:  
**jpayne@maconwater.org**

The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (*Schedule of Events- Section 4*). ***All relevant questions and requests for clarification received by the Macon Water Authority and the corresponding responses will be issued as an addendum to the original solicitation for services.*** From the issue date of this solicitation until a successful proposer is selected and the selection is announced, respondents are not allowed to communicate for any reason with any members or employees of the MWA except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of his provision, the Owner shall reserve the right to reject the proposal of the offending proposer.

## **6. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS**

Interested firms shall email one (1) electronic copy in .pdf format of the complete qualifications package to Macon Water Authority. Submittals must be prepared in a manner that fits a standard 8 ½" x 11" paper format when printed. Responses are limited to using a minimum of an 11-point font. **The entire response shall not exceed 50 pages, including exhibits, affidavits or other enclosure information that may be included in an appendix.** All pages count regardless of content. Submittals that include qualifications of more than one firm shall not exceed page limits. Submittals that exceed the page limit will be deemed non-responsive and will not be considered by the Selection Committee.

### **STATEMENT OF QUALIFICATIONS (DELIVERABLES "A", "B", and "C" FOR ALL FIRMS)**

Emphasis should be on completeness, relevance, and clarity to content. It is essential that all Statement of Qualifications follow the format and instructions outlined below:

#### **A. Stability**

A1- Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. **If applicable, indicate the year the local office was established and the number of persons staffing the local office and their disciplines.** Provide form of ownership, including state of residency or incorporation, and number of years in business.

A2- Briefly describe the history of your firm(s). Provide general information about the firm's establishment, personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices that will be directly involved with this Project.

A3- Has the firm been involved in any litigation with an Owner or Architect in the past five (5) years? Describe your experience with litigation with Owners and/or Architects. List any active or pending litigation and provide a thorough explanation of its scope. List any claims against your firm or against Owners where your firm is named.

A4- List the firm's annual average gross revenue, **for the parent office and local office separately, if applicable** for the past 5 years and supply main financial and banking references.

A5- Has the firm, or a member thereof, ever been removed from a contract or failed to complete a contract as assigned? If so, provide explanation.

A6- The firm, in order to be deemed eligible for further evaluation, must provide supporting documentation asserting that the firm meets the minimum qualifications required for this project.

a. Certify that your firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.

b. Certify that your firm has sufficient bonding capacity for anticipated total cost of work and our surety and insurance companies are in the current Department of Treasury's Listing of Approved Sureties (Department Circular 570). All insurance and bonds will be obtained through a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance in the State of Georgia for the applicable line of insurance. The company is an insurer (or qualified self-insurers or group self insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A-" or better with an A.M. Best Financial Size Category of Class V or larger. Provide a letter or other supporting documentation from your firm's surety indicating the firm has a bonding capacity of \$1,300,000.

c. Certify your firm has a current Contractor's Public Liability Insurance policy, and our firm is insurable in the following amounts: Bodily injury, including death- limits of \$1,000,000 for each accident. Property damage- limits of \$2,000,000 for each accident and \$10,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual contract.) Provide your current insurance certificate.

d. Certify your firm has all necessary, valid and current licenses (including a valid and current Georgia General Contractor's License) to do business in the State of Georgia. *General Contractor must have a valid and current Georgia General Contractor License at the time of submission of qualifications.* Provide a valid copy of your Georgia General Contractor license, and a Georgia Certificate of Existence or other documentation stating your firm has registered with the Georgia Secretary of State and is authorized to do business in Georgia.

e. Certify your firm has sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher. Provide a one-page statement evidencing your current ratio.

f. Certify your firm demonstrates a commitment to safety with regard to Worker's Compensation by having a current Experience Modification Rating (EMR) of 1.2 or less. Provide evidence from your firm's carrier on their letterhead of your firm's current EMR.

g. Certify the firm has not in the immediately preceding five years been defaulted in any public works contract and is not now under any notice of intent to default on any such contract.

A7- Complete the "Certification Form" (Exhibit A), and submit a scanned notarized copy with response as part of the firm's Statement of Qualifications.

A8- Complete the "Contractor Affidavit" (Exhibit B) and submit with response as part of the firm's Statement of Qualifications.

A9- Complete the "Proposer's Disclosure Statement" (Exhibit E) and submit with response as part of the firm's Statement of Qualifications.

## **B. Experience and Qualifications**

B1- Provide professional qualifications and description of experience for principal Project Executive, Project Manager, and/or Superintendent. *(At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who is qualified and available for proposed project. If the firm is selected as a finalist, the Owner will request, in the RFP (Step II), detailed information on the exact proposed expanded team and their relevant experience.)*

B2- Provide information on the firm's experience on projects of similar, size, function, and complexity. Describe 3-5 projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project. For each project, provide the following information:

- a. Project name, location and dates during which services were performed.
- b. Brief description of project and physical description (delivery method, cost, square footage, number of stories, type of foundation, structural system, envelope, site area).
- c. Services performed by your firm.
- d. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
- e. Owner/User/Architect contact information.
- f. Explanation as to how the highlighted project relates to the current Project being considered. If the firm has multiple offices, indicate the office responsible for each highlighted project

C1- Provide any information that may serve to differentiate your firm from other firms regarding suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.

C2- Provide non-discrimination policies and describe the firm's record and methodologies of addressing public safety, social, environmental, historical preservation, accessibility for persons with disabilities and special needs, or other related concerns.

C3- Provide information on any special services offered by the firm that may be relevant and available for this project.

## 7. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

This RFQ is being conducted through Macon Water Authority. To be eligible for contract award, the supplier must submit its response to this RFQ to Macon Water Authority prior to the close date and time of this RFQ.

### A. Preparing a Response

A1-Submit one (1) electronic copy of the complete package in .pdf format. Emailed responses (file names) must reference the **RFQ No. MWA SITE 3, the firm's name, and the word "Qualifications"**.

A2- The entire submittal should be submitted as one (1) file. Please do not submit individual documents or sections separately.

A3- Statement of Qualifications must be received electronically prior to the close date and time of this RFQ Printed, emailed, mailed, facsimile or otherwise delivered copies will not be accepted.

**B.** Proposers are further reminded to include a completed CONTRACTOR AFFIDAVIT UNDER O.C.G.A. §13-10-91 (b)(1) with the Statement of Qualifications (See Exhibit "B"). FAILURE TO PROVIDE THIS AFFIDAVIT MAY RESULT IN REJECTION OF PROPOSAL.

**C.** All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential" or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

## 8. FINALIST NOTIFICATION

Once the Selection Committee has completed the evaluation of the Statements of Qualifications, all firms will be notified via email of the finalist firms.

**Step II- CM/CG Selection**, will be initiated by the invitation to the qualified finalists by the Selection Committee to submit Project Proposals and Fee Proposals as instructed in the Request for Proposals (RFP). Finalist interviews will also be conducted by the Owner. The successful CM/GC will be determined from the evaluation of proposals received and interviews.



## **REQUEST FOR PROPOSALS**

### **Step II (From Qualified Finalists)**

#### **Construction Management at-Risk Services for Project No. "SITE 3" Macon, Georgia**

***Note: The information in this Section, Step II (Request for Proposals) is provided for firms who have been issued notification as having been deemed eligible and are shortlisted for the project.***

To firms who have been issued notification as having been deemed eligible, the Macon Water Authority (MWA), as "Owner", issues this Request for Proposals (RFP), for those firms to offer proposals for construction management at-risk services for the specific project.

### **1. CONTRACT INFORMATION**

The CM/GC firm will assume responsibility for cost of the project construction by issuing a guaranteed maximum price (GMP) based on the design documents, with the support and assistance of the Design Professional. The CM/GC will commit to a Guaranteed Maximum Price (GMP) for all construction and site development. The GMP will be a contractual obligation. The CM/GC will also develop an overall project schedule, which will also be a contractual obligation. The CM/GC will function as a CM-At-Risk (CM/GC). During Pre-Construction, the CM/GC will be responsible for pricing, value engineering, and maintainability and constructability issues. Construction will commence with the release of distinct work packages based on the design documents. The CM/GC shall competitively select all construction subcontracts and other work appropriate for competitive selection using cost and other factors. The successful CM/GC shall not be eligible to bid or enter into contract or subcontract for any of the construction or other services of any nature on the project without the specific approval of the MWA. The contract format will be an *Actual Cost plus a Fixed Fee not to exceed the Guaranteed Maximum Price (GMP) Agreement*. The Project will be *Open-Book*. Liquidated damages provision will be included in the CM construction contract. All savings, including unused contingency, will be returned to the Owner. The selected firm will be requested to enter into a Construction Management Agreement with the Macon Water Authority.

## 2. BUILDING PROGRAM

See General Project Information in RFQ (Step 1), Section 1

## 3. SCHEDULE OF EVENTS (STEP II)

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are prevailing times in Atlanta. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

| <b>STEP II (RFP) Estimated Time Line</b>                                                |                       |                       |
|-----------------------------------------------------------------------------------------|-----------------------|-----------------------|
| <b>Event</b>                                                                            | <b>Projected Date</b> | <b>Projected Time</b> |
| a. Owner issues notice to finalist firms to propose as instructed in <b>RFP</b>         | 12/10/26              | -----                 |
| b. Owner conducts Mandatory Pre-Proposal Site Visit for finalists                       | 12/21/26              | 10:00 AM              |
| c. Deadline for finalist submission of written questions and requests for clarification | 1/13/27               | 2:00 PM               |
| d. Deadline for submission of Project Management Proposals                              | 1/20/27               | 2:00 PM               |
| e. Owner interviews finalist firms and Fee Proposals due                                | 1/28/27               | 2:00 PM               |

## 4. PRE-PROPOSAL SITE VISIT

A pre-proposal site visit will be conducted by the Owner, and attendance of finalist firms is mandatory. The date for the conference and site visit will be as listed above. The site visitors will convene at a time and location to be determined and communicated in the Notice to Finalists. Additional information, possibly including some plans and drawings, may be available at the site visit for finalist review. ***The Owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the site visit by the scheduled time. Failure to attend a mandatory site visit will automatically result in disqualification from the selection process.***

## 5. SELECTION PROCESS

**Step II- CM/CG Selection**, will be initiated by the invitation to the qualified finalists by the Selection Committee (determined in Step I from evaluation of Statements of Qualifications) to submit Project Proposals and Fee Proposals as instructed in this RFP. Finalist interviews will also be conducted by the Owner. The successful CM/GC will be determined from the evaluation of proposals received and interviews.

### **Criteria for the evaluation of Project Proposals and Interviews:**

15% Factor: Previous Performance of the firm including level of quality of the services of the firm to previous customers, customer's statements of that quality, the firm's ability to meet established time requirements, the firm's response to project needs during preconstruction and construction, the firm's control of construction quality and budget. The Owner will use references from stakeholders of the Owner's choosing from previous projects of the finalists, among other information as necessary. This information will be collected by the selection committee from project references provided in the phase I (RFQ) submittal.

- 20% Factor: Relevant Experience and Qualifications of the Proposed Project Team. Experience of the project manager and superintendent on completed projects of similar size, type, and complexity; Assigned team's experience with effective budget and schedule control plans for this project; Provide information regarding percentage of the primary team member's time will be committed to this project.
- 15% Factor: Quality of Proposed Management Plan: The firm's cost and schedule management plans; Firm's approach for managing changes within the stated cost and schedule limitations; Firm's approach for competitively administering and evaluating bid packages; The firm's subcontractor management plan; The firm's quality assurance program and plan; The firm's close-out plan; The firm's work force plan; The firm's safety plan and site logistics plan for proposed project.
- 25% Factor: Methodology Presented during Interview: The firm's presentation of the proposed management Plan and the committee's overall Impression of the firm and the overall impression of key team members (project manager, superintendent, project director, cost estimator, project executive, etc.)
- 25% Factor: Team Communications/Project Solutions: The effectiveness in communication of the team members during the interview process, and the firm's ability to effectively answer project questions and provide solutions during the interview.

### **Final Evaluation**

Upon completion of the evaluation of Project Proposals and interviews by the Selection Committee, proposers will be ranked in descending order of recommendation. In the event a satisfactory fixed fee cannot be reached with the highest-scoring firm, the Owner will formally terminate the negotiations in writing and open and review only the Fee Proposal of the second highest-scoring ranking firm, and so on until a mutually agreed upon fixed fee is established. Once the successful CM/GC and the agreed upon fixed fee have been determined, a CM/GC services contract will be awarded by the Macon Water Authority (MWA). The actual Form of Contract will be developed by the Owner. Un-opened Fee Proposals will be returned to respective proposers after award.

## 6. INSTRUCTIONS FOR PREPARING PROJECT PROPOSALS

Interested firms shall submit/upload one (1) electronic copy in .pdf format of the complete proposal package per #8 Submittal of Project Proposals and Fee Proposals. Submittals must be prepared in a manner that when printed would typically fit on standard (8 ½ x 11") paper. Responses are limited to using a minimum of an 11-point font. Submittals that include qualifications of more than one firm shall not exceed the page limit. **(Proposals should not exceed 40 pages)** Emphasis should be on completeness, relevance, and clarity of content.

To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. The content of all Project Proposals must be categorized and numbered as outlined in the following "PROJECT PROPOSAL DELIVERABLES", and must address in a responsible and responsive manner all requested information:

### **PROJECT PROPOSAL (DELIVERABLES "D", and "E" FOR FINALIST FIRMS ONLY)**

#### **D. Qualifications and Experience of Proposed Project Team**

D1- Describe your firm's proposed organization for the construction management team including, project executive, project director, project manager, superintendent, cost estimator, etc., who will manage the project. Please designate the specific individuals to fill the following key roles on your team. (Firms should list all positions/persons that CM expects to serve on the construction management team).

- a. Project Executive
- b. Project Director
- c. Project Manager
- d. Superintendent(s)
- e. Cost Estimator
- f. Commissioning Manager (if applicable)
- g. Other (please describe, if applicable)

D2- Please provide, for each of the above personnel, current resumes listing relevant project experience and percentage of the person's time to be committed to this project.

D3- Please 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 Design Professional, and other consultants. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual's competence, his/her leadership, and his/her ability to achieve customer satisfaction will be heavily considered in the selection of a construction management firm.

D4- Provide an organizational chart showing the lines of responsibility and accountability for your team and proposed sub-consultants. If an association, identify responsibility relationships, where there may be past experience at such relationships, and levels of experience.

- D5- Provide examples of your recent experience as CM or GC in constructing facilities similar to this project, including the following information:
- a. Provide photographs of similar projects your firm/team completed in the past five (5) years.
  - b. Provide a written reference from the Design Professional/Owner/User (with current contact information) familiar with your performance on each of the above projects. Provide a Program Manager reference (if applicable).
  - c. List the individuals who served as the Project Executive/Director, Project Manager, Superintendent, and Cost Estimator on the projects. Please note whether these individuals are still employed with your firm.
  - d. Indicate those projects where an architect, engineering consultant, and contractor served a corporate or public client as a team.
  - e. Provide information about the two most recent similar projects your firm has completed. Include the total quantity of change orders and net total cost increase of change orders to the project. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of an Owner's representative (with a current phone number) who is most familiar with your performance on the project.

#### **E. Management Plan**

- E1- With regard to your firm's expected role in the project:
- E1.1 Provide a statement of your definition of the role,
  - E1.2 Provide your anticipated level of management responsibility and accountability for project concerns
  - E1.3 Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the Design Professional, MWA, and other stakeholders as applicable.
  - E1.4 Provide detailed procedures for routine solving of complex project issues without compromising your team commitments.
  - E1.5 Provide your proposed methods and plans of CM communication.
- E2-Describe your firm's approach to providing preconstruction services on this project.
- E3-Provide your detailed cost management plan and your systems and procedures for controlling costs on this project within the GMP during construction.
- E4-Provide your detailed change order management plan for managing cost and schedule exposures within the stated limitations.
- E5- Provide your procurement and workforce plan including details on your plan to assure local and minority contractor opportunity. Describe how your firm intends to arrange the construction into bid packages in order to maintain MWA's schedule and budget objectives.
- E6- Provide your detailed schedule management plan for this project during construction. Describe systems and procedures your firm uses to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.
- E7- Provide your detailed subcontractor management plan including, contract document compliance procedures, project accounting procedures, issue resolution and compliance with Security and Immigration Compliance Act OCGA 13-10-91, as it relates to subcontractor compliance with the requirements set forth therein ensuring compliance with the federal work authorization program.

E8- Provide your closeout management plan for this project. Describe your systems and procedures for your closeout plan.

E9- Provide your quality assurance plan for this project. Describe your firm's approach for validating compliance with the construction documents. Explain your process for ensuring quality workmanship.

E10- Provide your safety and site logistics plan for this project. Describe your plan for working around existing operations and for site access. Provide your accident incident rate for the past three (3) years, using the following formula: *Incident Rate = # of Injuries x (200,000) / # Total Man Hours*

E-11- Provide your detailed plan for applying any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

## **7. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION, AND EXTENSIONS**

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submission deadline has passed all submissions will be final. The Owner will not request clarification from any single individual proposer regarding their submission, but reserves the right to ask, collectively, all parties that have submitted proposals for additional information. Questions about any aspect of the RFP, or the project, shall be submitted in writing (e-mail is preferable) to:

Macon Water Authority  
790 Second Street  
Macon, Georgia 31201  
Jay Payne  
Email:  
[jpayne@maconwater.org](mailto:jpayne@maconwater.org)

**The deadline for submission of questions relating to the RFP is the time and date shown in the Schedule of Events (Section 3).** All relevant questions and requests for clarification received by Macon Water Authority in writing, prior to the deadline will be compiled, and answers will be emailed to all finalists. Any proposer exceptions to the RFP requirements or requests for deadline extensions must also be communicated to the Owner by the deadline to be properly considered. Any requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary.

## **8. SUBMITTAL OF PROJECT PROPOSALS AND FEE PROPOSALS**

### **Project Proposals**

This RFP is being conducted through Macon Water Authority. To be eligible for contract award, the supplier must submit its response to this RFP to Macon Water Authority prior to the close date and time of this RFP.

#### **A. Preparing a Response**

A1-Submit one (1) electronic copy of the complete package in .pdf format. Emailed responses (file names) must reference the **RFP No. MWA SITE 3, the firm's name, and the word "Qualifications"**.

A2- The entire submittal should be submitted as one (1) file. Please do not submit individual documents or sections separately.

A3- Proposals must be received by Macon Water Authority prior to the close date and time of this RFP Printed, mailed, facsimile or otherwise delivered copies will not be accepted.

**B.** Proposers are further reminded to include a completed CONTRACTOR AFFIDAVIT UNDER O.C.G.A. §13-10-91 (b)(1) with the Statement of Qualifications (See Exhibit "B"). FAILURE TO PROVIDE THIS AFFIDAVIT MAY RESULT IN REJECTION OF PROPOSAL.

**C.** All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential" or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

#### **Fee Proposals**

Fee Proposals must be submitted at the conclusion of the interview session in a sealed envelope. **Firms must use "CM Fee Proposal" forms (Exhibit D, attachment A, & B) for their fee proposal.** No sealed fee proposal will be opened until one firm has been judged to be the top ranked firm. Subsequently, only the fee proposal from that top ranked firm will be opened. Please understand that this proposal constitutes a starting point for negotiation toward an eventual agreement on fees.

## **9. PRESENTATION/ INTERVIEW INFORMATION**

### **Interview Format**

Firms selected to make presentations shall be notified by the Invitation to Interview letter issued by the Selection Committee Manager. The Invitation to Interview letter shall designate a place and time for the interview session. The time allotted to each firm to present and be interviewed will be 15 minutes for setup, 30 minutes for presentation and 15 minutes for questions. The Invitation letter will specify the manner in which the presentations will be conducted.

- Electronic presentations, such as PowerPoint presentations, are allowed but should not comprise the entire presentation.
- MWA will typically have a screen, projector and a computer available in the interview room. Nevertheless, presenters must be prepared with their own projector and computer in case unforeseen technical difficulties are encountered.
- The presentation may involve flip charts or boards along with the oral presentation.
- All members of the Selection Committee will be present during all of the presentations and interviews.

### **Interview Requirements**

The primary intent of the formal interview process is to provide the Selection Committee with in-depth and clarifying information about the firm. Information provided should assist the Selection Committee in making an informed decision as to the proposer best suited for the work.

Firms should focus their presentations on:

- Describing their detailed plan for managing the construction, cost, schedule, and quality on the project; and
- Unique characteristics or services the firm offers; and,
- Firm's concepts or plans for the division of the project into separate packages for award.

Firms are discouraged from reviewing general company history and past experience as submitted in Statements of Qualifications or Project Proposals unless this information is particularly relevant to the presentation. All key personnel should be present at the interview including at a minimum, the project superintendent, project manager, and project executive.

### **Final Selection**

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the best-qualified firm to finalize the terms and conditions of the contract. In the event a satisfactory fee agreement cannot be reached with the highest ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm and so on until a mutual agreement is established and the Owner awards an architectural services contract.

## **10. ADDITIONAL TERMS AND CONDITIONS**

### **Deadlines**

The deadline for submission of questions relative to the RFP is the time and date shown in the Schedule of Events (Section 3). All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled and answered in writing, and issued directly to all proposers via E-mail. Any proposer exceptions to the RFP requirements or requests for deadline extensions must also be communicated to the Owner by the deadline to be properly considered. Any requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary.

### **Restriction of Communication**

From the issue date of this (RFQ) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee, or MWA, except for submission of questions as instructed in the RFQ/RFP, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

### **Submittal Costs and Confidentiality**

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

### **Award Conditions**

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive noncompliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

### **Reciprocal Preference Law**

MWA will comply with all requirements of O.C.G.A. 13-10-3

- a. Pursuant to O.C.G.A. 13-10-3, for the purpose of determining residency, a Georgia resident business shall include:

(1) Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal

(2) (or) a new business that is domiciled in Georgia which regularly maintains a place from which business is physically conducted in Georgia (provided) that a place of business shall not include a post office box, site trailer or temporary structure.

b. Whenever the state contracts for public works construction, materialmen, contractors, builders, architects, engineers and laborers resident in the State of Georgia are to be granted the same preference over materialmen, contractors, builders, architects, engineers and laborers resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other states.

### **Joint-Venture Proposals**

The Owner does not desire to enter into "joint-venture" agreements with multiple firms. In the event two or more firms desire to "team up" it is strongly recommended that one incorporated firm propose and maintain status as the contracted lead firm with the remaining firms participating as major consultants to the lead firm.

### **Minority and Small Business Enterprise**

It is the policy of the State of Georgia that minority-owned business enterprises (MBE), woman-owned business enterprises (WBE), veteran owned business enterprises (VBE) and small business enterprises (SBE), have a fair and equal opportunity to participate in the State purchasing process. Therefore, the Owner encourages all MBE, WBE, VBE and SBE to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit MBE, WBE, VBE and SBE in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development. Contractors and subcontractors who utilize qualified minority subcontractors may qualify for a Georgia state income tax credits for qualified payments made to minority subcontractors.

See Official Code of Georgia Annotated (O.C.G.A.) O.C.G.A. Section 48-7-38. For more information, please contact:

The Governor's Entrepreneur and Small Business Office  
75 Fifth Street, Suite 825  
Atlanta, Georgia 30308  
Phone: 404.962.4071  
<http://www.georgia.org/Business/SmallBusiness/>

**Immigration Reform Compliance Requirement.**

The successful Proposer will be required to certify compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et seq., by meeting or having complied with one of the

(2) following provisions and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01:

1) The Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 and the Georgia Security and Immigration Compliance Act by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees;

2) The successful proposer shall comply with the stipulations cited in Security and Immigration Compliance Act OCGA 13-10-91 with respect to the proper federal authorizations regarding the right to work for subcontractors and contractors.

**Statement of Agreement**

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Qualifications (RFQ) & Request for Proposals (RFP), and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the RFQ/RFP with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein.

Exhibit A  
**CERTIFICATION FORM**

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_ (title) of \_\_\_\_\_ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for proposals is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer has not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer has not in the immediately preceding five years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Macon Water Authority may, by means that the Macon Water Authority deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Macon Water Authority or their agents may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the Owner to award a contract.

*A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.*

\_\_\_\_\_ Signature Sworn and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC

\_\_\_\_\_  
NOTARY SEAL My Commission

Expires: \_\_\_\_\_

**Exhibit B Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 1310-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Macon Water Authority has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical 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. § 1310-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

**Project No. SITE 3**

Site 3 – 951 Fifth Street Macon, Ga; Maintenance Office expansion.

Macon Water Authority

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

SUBSCRIBED AND SWORN BEFORE ME ON THIS  
THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC

My Commission Expires:

## Exhibit C – CM at Risk Fee Proposal Form

### Request for Proposals for Construction Management at Risk Services

#### 1. CM FEE PROPOSAL (Submit In A Sealed Envelope with Project Cost Matrix)

- a. CM'S 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. For the construction services provided by CM as set forth in Article 5.1 of the Owner/CM agreement, Owner shall pay to CM a Construction Fee:

|                                           |       |
|-------------------------------------------|-------|
|                                           | TOTAL |
| Construction Fee (% of Construction Cost) | %     |

#### 2. CM'S OVERHEAD COSTS (Preconstruction and Construction):

The CM/GC's Overhead Costs. The maximum amount for the CM's Pre-Construction Costs and Construction Overhead Costs are inclusive of all direct and incidental expenses as described in Article 6 of the Owner/CM agreement:

|                                     |          |
|-------------------------------------|----------|
|                                     | TOTAL    |
| Maximum Pre-Construction Costs      | Lump Sum |
| Maximum Construction Overhead Costs | Lump Sum |

Attach the "Project Cost Matrix" to this CM Fee Proposal in the same sealed envelope.  
(Edit Project Cost Matrix as required).

\_\_\_\_\_  
Proposer

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

\_\_\_\_\_  
Title

## EXHIBIT D - PROJECT COST MATRIX - ATTACHMENT "A"

Macon Water Authority - Site 3

| I. PRECONSTRUCTION COSTS AND EXPENSES BREAKDOWN    |                                                        |     |      |        |         |     |                |                |              |            |       |
|----------------------------------------------------|--------------------------------------------------------|-----|------|--------|---------|-----|----------------|----------------|--------------|------------|-------|
|                                                    | Description                                            | Qty | Unit | Labor* | Mat'l** | Sub | Labor Subtotal | Mat'l Subtotal | Sub Subtotal | Total      | Notes |
| <b>A.</b>                                          | <b>Preconstruction - Supervision &amp; Management:</b> |     |      |        |         |     |                |                |              |            |       |
| 1                                                  | Senior Project Mgr.                                    |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 2                                                  | Project Mgr.                                           |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 3                                                  | Preconstruction Manager                                |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 4                                                  | Project Supt.                                          |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 5                                                  | Cost Control                                           |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 6                                                  | Scheduling                                             |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 7                                                  | Secretary                                              |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 8                                                  | Consultant                                             |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 9                                                  | Other (Identify)                                       |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
|                                                    | <b>Subtotal</b>                                        |     |      |        |         |     |                |                |              | <b>\$0</b> |       |
| <b>B.</b>                                          | <b>Preconstruction - Miscellaneous</b>                 |     |      |        |         |     |                |                |              |            |       |
| 10                                                 | Office Supplies                                        |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 11                                                 | Postage & Shipping                                     |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 12                                                 | Blueprint/Photostat.                                   |     | ls   |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 13                                                 | Phone Charges                                          |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 14                                                 | Phone Charges-Long Dist.                               |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 15                                                 | Courier Service                                        |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 16                                                 | Travel Expenses                                        |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 17                                                 | Other (Identify)                                       |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
|                                                    | <b>Subtotal</b>                                        |     |      |        |         |     |                |                |              | <b>\$0</b> |       |
| <b>TOTAL ALL PRECONSTRUCTION COST AND EXPENSES</b> |                                                        |     |      |        |         |     |                |                |              | <b>\$0</b> |       |

## EXHIBIT D - PROJECT COST MATRIX - ATTACHMENT "B"

Macon Water Authority - Site 3

| II. CONSTRUCTION OVERHEAD COST BREAKDOWN |                                           |     |      |        |         |     |                |                |              |            |       |
|------------------------------------------|-------------------------------------------|-----|------|--------|---------|-----|----------------|----------------|--------------|------------|-------|
|                                          | Description                               | Qty | Unit | Labor* | Mat'l** | Sub | Labor Subtotal | Mat'l Subtotal | Sub Subtotal | Total      | Notes |
|                                          | <b>Site Supervision &amp; Management:</b> |     |      |        |         |     |                |                |              |            |       |
| 1                                        | Senior Project Mgr.                       |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 2                                        | Asst. Project Mgr.                        |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 3                                        | Project Supt.                             |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 4                                        | Project Supt.                             |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 5                                        | Area Supt.                                |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 6                                        | Secretary                                 |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 7                                        | Project Engineer                          |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 8                                        | Project Engineer                          |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 9                                        | Office Engineer                           |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 10                                       | Engineer or Eng. Company                  |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 11                                       | Rodman                                    |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 12                                       | Cost Control                              |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 13                                       | Safety Engineer                           |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 14                                       | Scheduling                                |     | mos  |        |         | \$0 | \$0            | \$0            | \$0          | \$0        |       |
| 15                                       | Purchasing                                |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 16                                       | Project Accountant                        |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 17                                       | Other (Identify)                          |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 18                                       | Other (Identify)                          |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
|                                          | <b>Subtotal</b>                           |     |      |        |         |     |                |                |              | <b>\$0</b> |       |

|    |                              |  |       |  |  |  |     |     |     |     |  |
|----|------------------------------|--|-------|--|--|--|-----|-----|-----|-----|--|
|    | <b>Site Office Expense:</b>  |  |       |  |  |  |     |     |     |     |  |
| 19 | Job Office Trailer Rent      |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 20 | Office Jobsite Build Out     |  | ls    |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 21 | Office Jobsite Set-up        |  | ls    |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 22 | Temp. Const. Trailer/Storage |  | ea    |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 23 | Office Furniture             |  | ls    |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 24 | Office Machines/Equip.       |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 25 | Copy Machines/Maintenance    |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 26 | Office Supplies              |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 27 | Janitor/San. Supplies        |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 28 | Postage & Shipping           |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 29 | First Aid/Med. Treat.        |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 30 | Job Signs                    |  | ea    |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 31 | Progress Photos              |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 32 | Extra Plans & Specs.         |  | allow |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 33 | Blueprint/Photostat.         |  | ls    |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 34 | Telephone System             |  | ls    |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 35 | Phone Installation           |  | ls    |  |  |  | \$0 | \$0 | \$0 | \$0 |  |

| II. CONSTRUCTION OVERHEAD COST BREAKDOWN |                          |     |      |        |         |     |                |                |              |            |       |
|------------------------------------------|--------------------------|-----|------|--------|---------|-----|----------------|----------------|--------------|------------|-------|
|                                          | Description              | Qty | Unit | Labor* | Mat'l** | Sub | Labor Subtotal | Mat'l Subtotal | Sub Subtotal | Total      | Notes |
| 36                                       | Phone Charges            |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 37                                       | Phone Charges-Long Dist. |     | mos  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 38                                       | Radio Communications     |     | ea   |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 39                                       | Radio Maintenance        |     | ls   |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 40                                       | Other (Identify)         |     | ls   |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
|                                          | <b>Subtotal</b>          |     |      |        |         |     |                |                |              | <b>\$0</b> |       |

|    | Safety & Security:                      |  |     |  |  |  |     |     |     |            |  |
|----|-----------------------------------------|--|-----|--|--|--|-----|-----|-----|------------|--|
| 41 | Safety Incentives                       |  | ls  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 42 | Sidewalk Barricades                     |  | ls  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 43 | Safety Railings                         |  | lf  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 44 | Opening Closures                        |  | lf  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 45 | Weather Protection                      |  | mos |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 46 | Ladders & Stairs                        |  | ea  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 47 | Watchman/Guard Ser.                     |  | mos |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 48 | Fences & Gates                          |  | ls  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 49 | Traffic Control                         |  | wks |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 50 | Fire Protection, Extinguishers, Barrels |  | ea  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 51 | Safety Equipment                        |  | mos |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 52 | Rainwear/Hardhats, etc.                 |  | ls  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 53 | Other (Identify)                        |  | ls  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
|    | <b>Subtotal</b>                         |  |     |  |  |  |     |     |     | <b>\$0</b> |  |

|    | Temporary Utilities/Misc. |  |       |  |  |  |     |     |     |     |  |
|----|---------------------------|--|-------|--|--|--|-----|-----|-----|-----|--|
| 54 | Temp. Electric-Office     |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 55 | Security-Office           |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 56 | Temp. Electric -Building  |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 57 | Water - Field Office      |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 58 | Water - Coolers           |  | ls    |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 59 | Water Barrels             |  | ls    |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 60 | Ice Machine               |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 61 | Ice and/or Cups           |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 62 | Temporary Toilets Install |  | ea    |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 63 | Temporary Toilets         |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 64 | Cold Weather Protection   |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 65 | Temp. Heat for Bldg.      |  | mos   |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 66 | Drug Testing              |  | ls    |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 67 | Computer-PCS              |  | allow |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 68 | Computers                 |  | ls    |  |  |  | \$0 | \$0 | \$0 | \$0 |  |
| 69 | Software                  |  | ls    |  |  |  | \$0 | \$0 | \$0 | \$0 |  |

| II. CONSTRUCTION OVERHEAD COST BREAKDOWN |                  |     |       |        |         |     |                |                |              |            |       |
|------------------------------------------|------------------|-----|-------|--------|---------|-----|----------------|----------------|--------------|------------|-------|
|                                          | Description      | Qty | Unit  | Labor* | Mat'l** | Sub | Labor Subtotal | Mat'l Subtotal | Sub Subtotal | Total      | Notes |
| 70                                       | MIS Charges      |     | ls    |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 71                                       | Off-Site Parking |     | ls    |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 72                                       | Living Expenses  |     | mos   |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 73                                       | Executive Travel |     | ls    |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 74                                       | Air Fare         |     | trips |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 75                                       | Car Rental       |     | trips |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 76                                       | Hotel            |     | trips |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 77                                       | Meals            |     | days  |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 78                                       | Ceremony Expense |     | ls    |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 79                                       | Other (Identify) |     | ls    |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
|                                          | <b>Subtotal</b>  |     |       |        |         |     |                |                |              | <b>\$0</b> |       |

|    |                             |  |     |  |  |  |     |     |     |            |  |
|----|-----------------------------|--|-----|--|--|--|-----|-----|-----|------------|--|
|    | <b>General Equipment:</b>   |  |     |  |  |  |     |     |     |            |  |
| 80 | Automobiles                 |  | mos |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 81 | Pickup Trucks               |  | mos |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 82 | Temporary Parking           |  | mos |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 83 | Small Tools/Expendables     |  | ls  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 84 | Survey Equipment            |  | mos |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 85 | Hoist/Operator              |  | mos |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 86 | Hoist Service               |  | mos |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 87 | Erect/Dismantle Hoist       |  | ls  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 88 | Tower Crane Service         |  | ls  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 89 | Erect/Dismantle Crane       |  | ls  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 90 | Crane Rental/Operator       |  | mos |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 91 | Temp. Elev. & Operator      |  | mos |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 92 | Rapair Cab/Temp. Elev.      |  | ls  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 93 | Protect Perm. Elevator      |  | ls  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 94 | Fuel/Oil/Grease             |  | mos |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 95 | Vehicle Repairs/Maintenance |  | ls  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
| 96 | Other (Identify)            |  | ls  |  |  |  | \$0 | \$0 | \$0 | \$0        |  |
|    | <b>Subtotal</b>             |  |     |  |  |  |     |     |     | <b>\$0</b> |  |

| II. CONSTRUCTION OVERHEAD COST BREAKDOWN |                               |     |      |        |         |     |                |                |              |            |       |
|------------------------------------------|-------------------------------|-----|------|--------|---------|-----|----------------|----------------|--------------|------------|-------|
|                                          | Description                   | Qty | Unit | Labor* | Mat'l** | Sub | Labor Subtotal | Mat'l Subtotal | Sub Subtotal | Total      | Notes |
|                                          | <b>Bonds &amp; Insurance:</b> |     |      |        |         |     |                |                |              |            |       |
| 97                                       | Perform. & Payment Bonds      |     | ls   |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 98                                       | Workers Comp. Insurance       |     | ls   |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 99                                       | Builders Risk Insurance       |     | ls   |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 100                                      | General Liability Insurance   |     | ls   |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
| 101                                      | Owner-Contractor Liability    |     | ls   |        |         |     | \$0            | \$0            | \$0          | \$0        |       |
|                                          | <b>Subtotal</b>               |     |      |        |         |     |                |                |              | <b>\$0</b> |       |

|                                               |  |  |  |  |  |  |  |  |  |            |  |
|-----------------------------------------------|--|--|--|--|--|--|--|--|--|------------|--|
| <b>TOTAL ALL CONSTRUCTION OVERHEAD COSTS:</b> |  |  |  |  |  |  |  |  |  | <b>\$0</b> |  |
|-----------------------------------------------|--|--|--|--|--|--|--|--|--|------------|--|

## **Exhibit E Proposer's Disclosure Statement**

All proposers should be aware that the project you are submitting a proposal on is a public project, and the Owner (MWA) is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, MWA shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal you intend to make for this project, **you must include a Disclosure Statement with your submittal** which answers the following specific questions:

1. Describe any business transactions occurring within the prior two years between your firm and MWA of the proposed project.

*Insert Response Here*

2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to MWA of the proposed project within the prior one-year period.

*Insert Response Here*

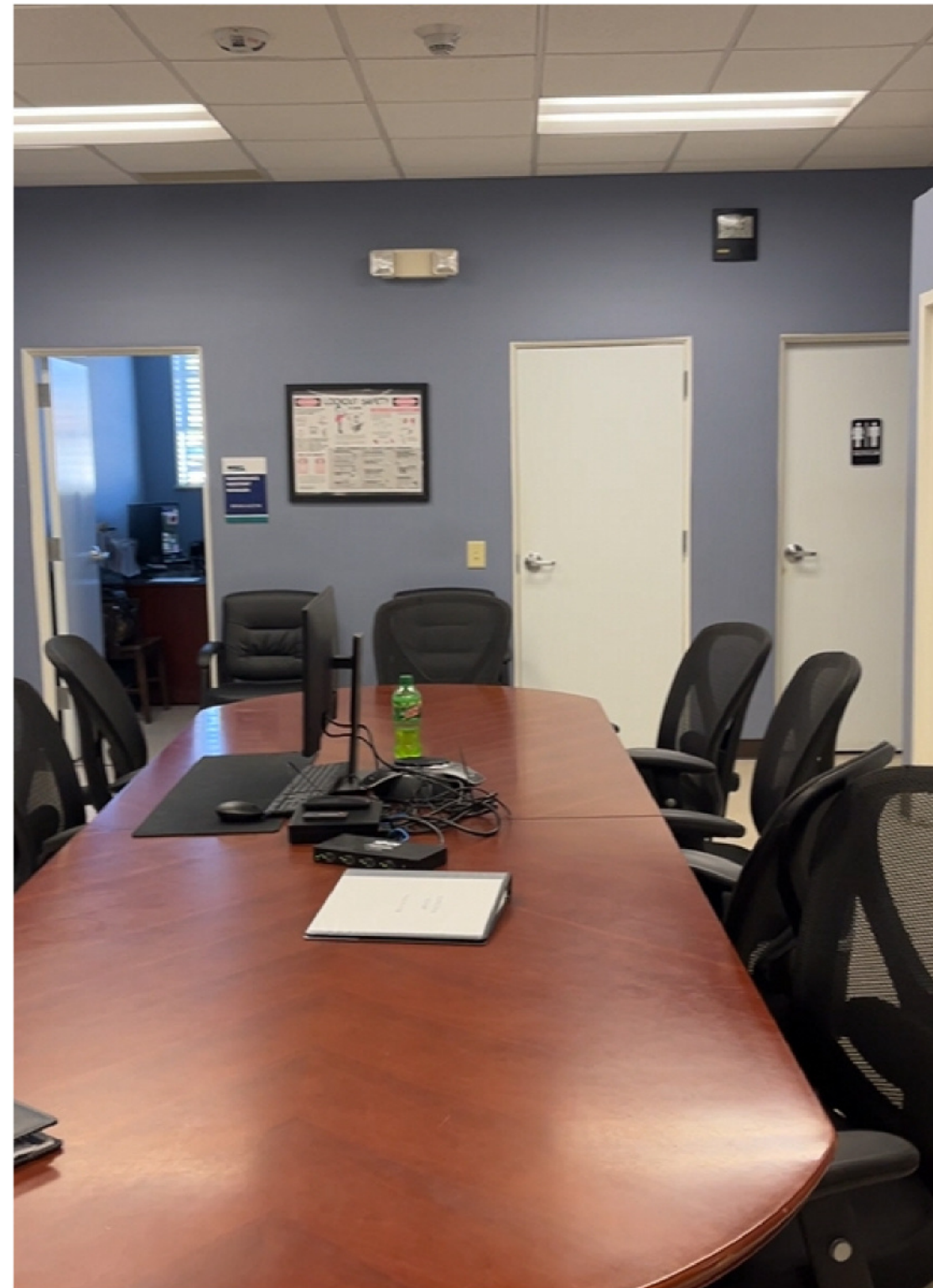
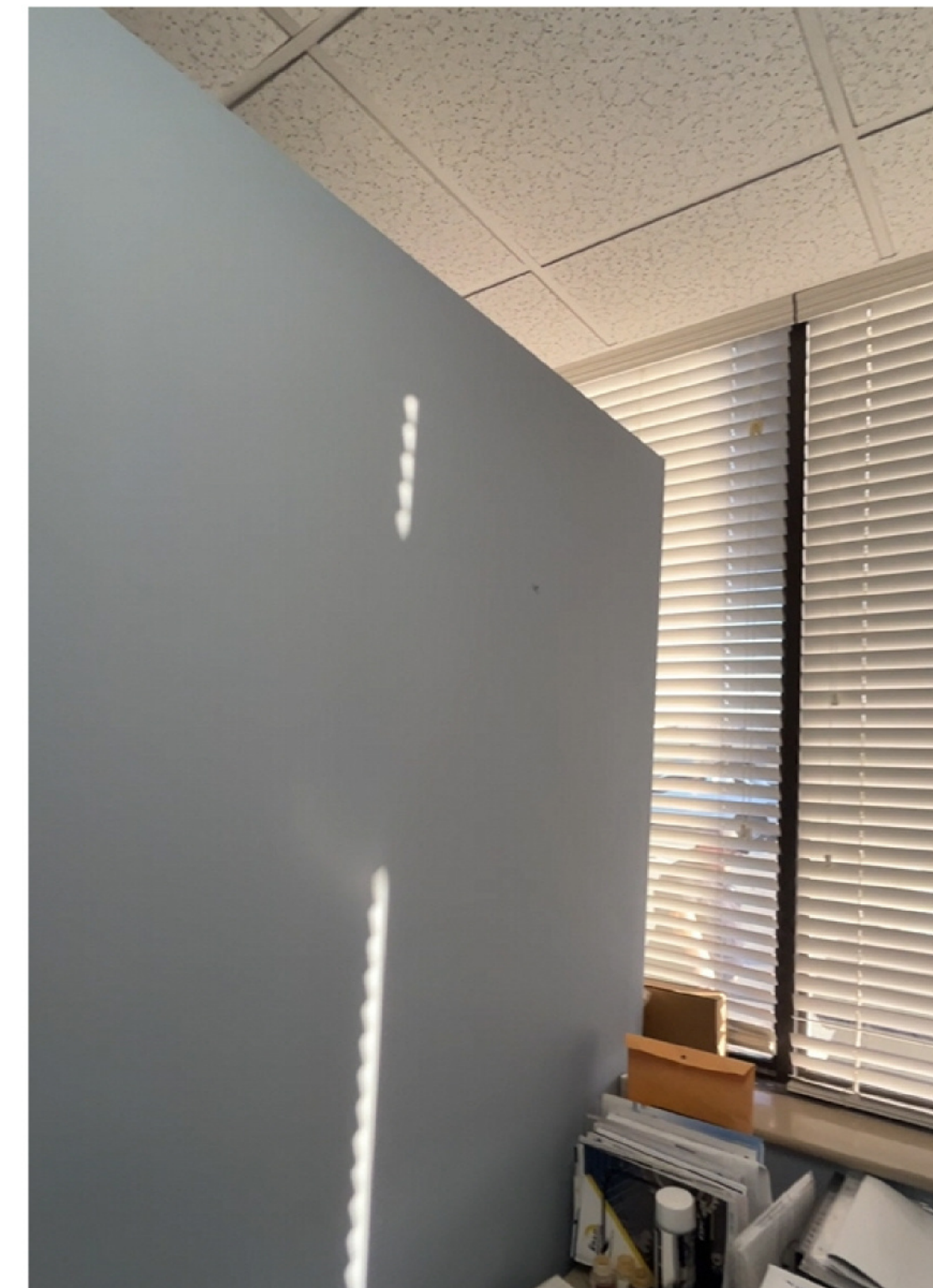
3. A *conflict of interest* or *potential conflict of interest* is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with MWA of this project.

*Insert Response Here*

This Disclosure Statement should be dated and signed by an authorized signator for the Proposer and submitted with the Proposer's Submittal as a deliverable.

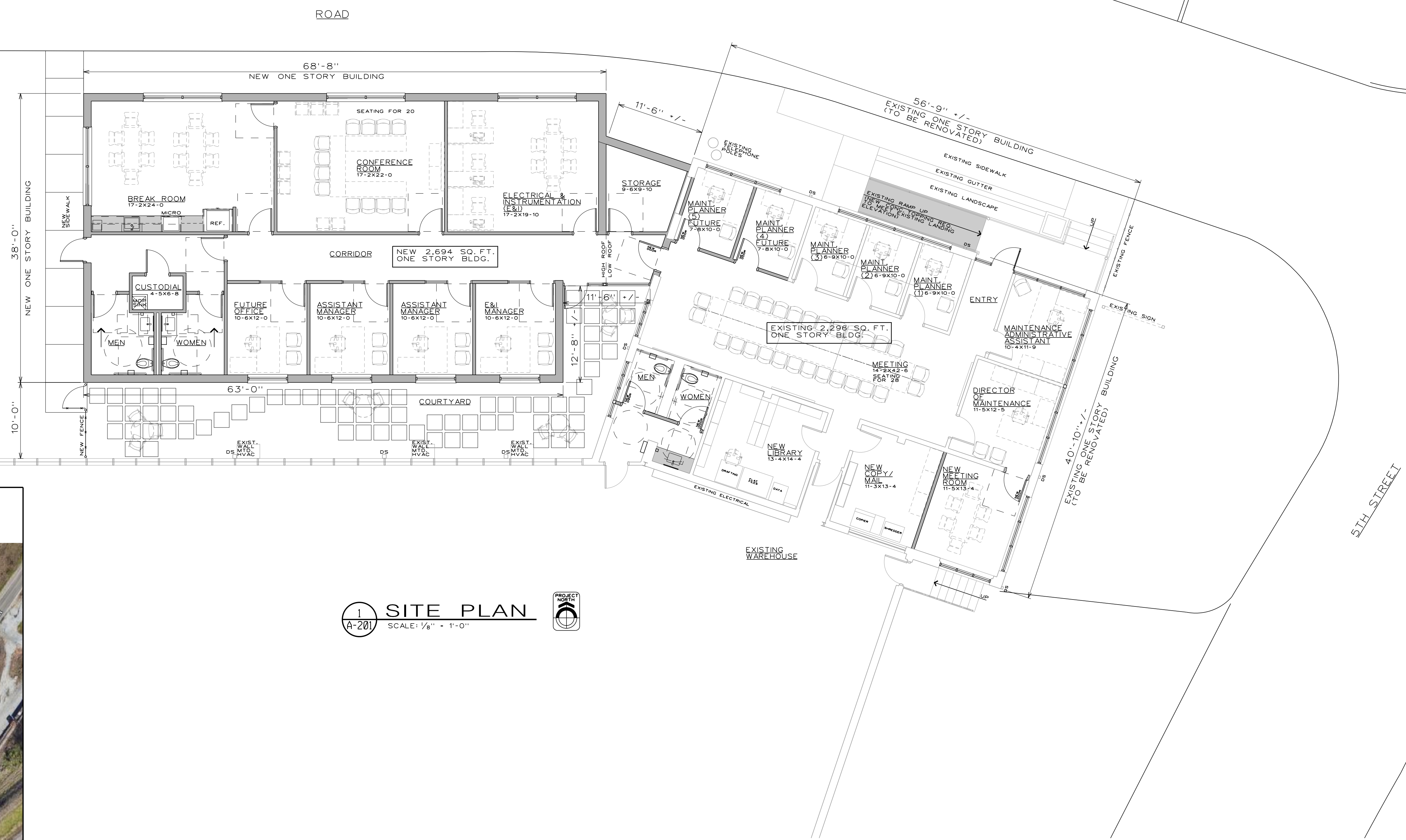
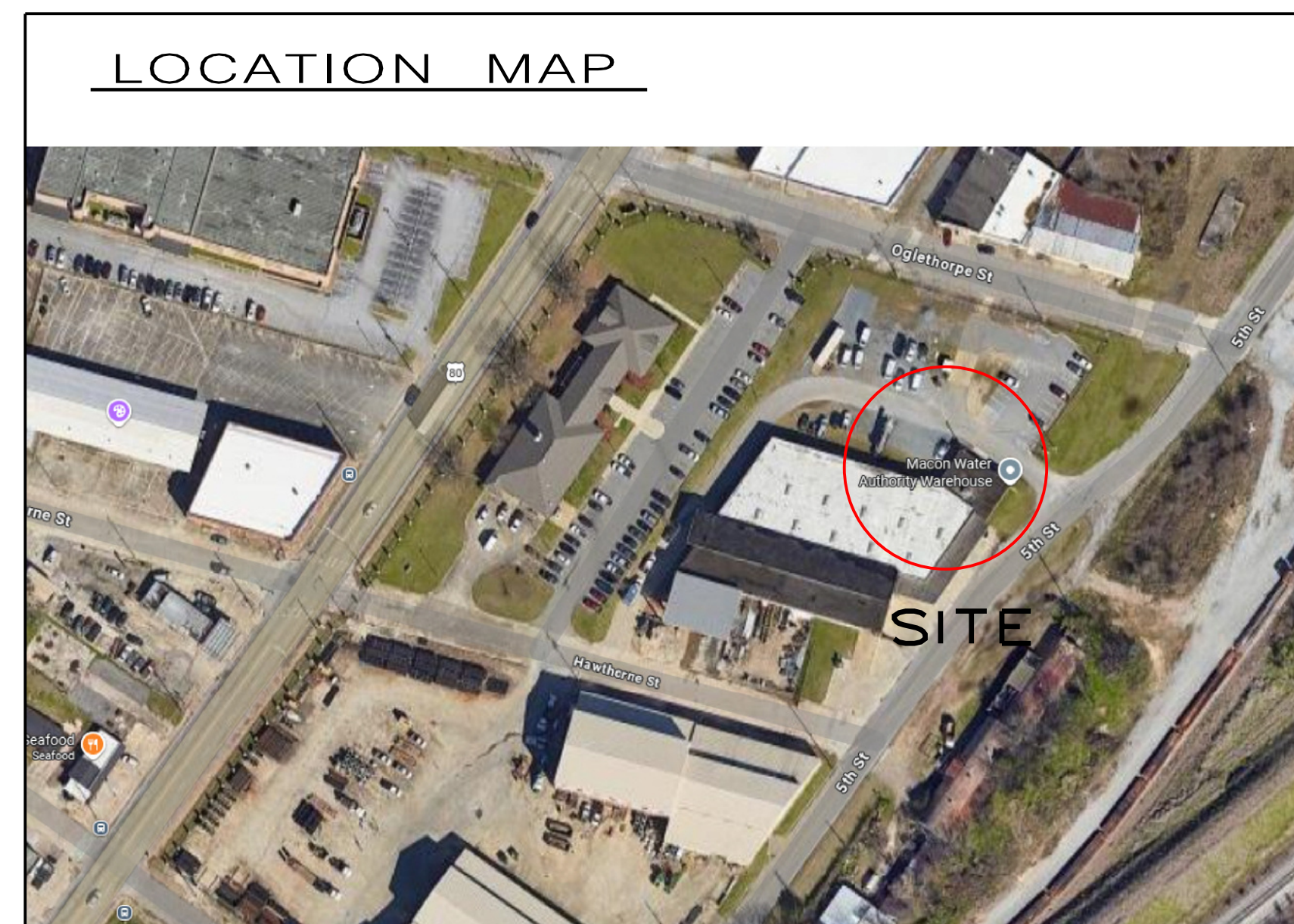
Name of Firm

Authorized Signature Date





EAST ELEVATION



### LOCATION MAP



NORTHWEST CORNER



SOUTHWEST CORNER DETAIL

|                                          |
|------------------------------------------|
| EXHIBITS FOR CONTRACTOR RFP<br>9-02-2026 |
|------------------------------------------|

**MWA SITE 3  
MAINTENANCE  
OFFICE EXPANSION**

**951 5TH STREET  
MACON, GA.**

## SITE PLAN

Project No.

2513  


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Date

A-201

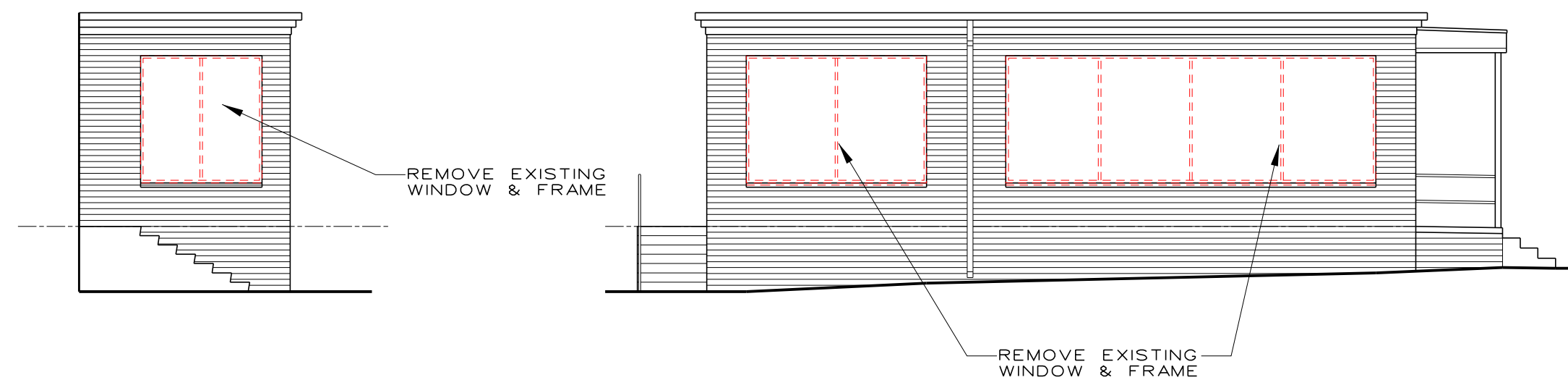
EXHIBIT G

LARGE SCALE FLOOR PLAN

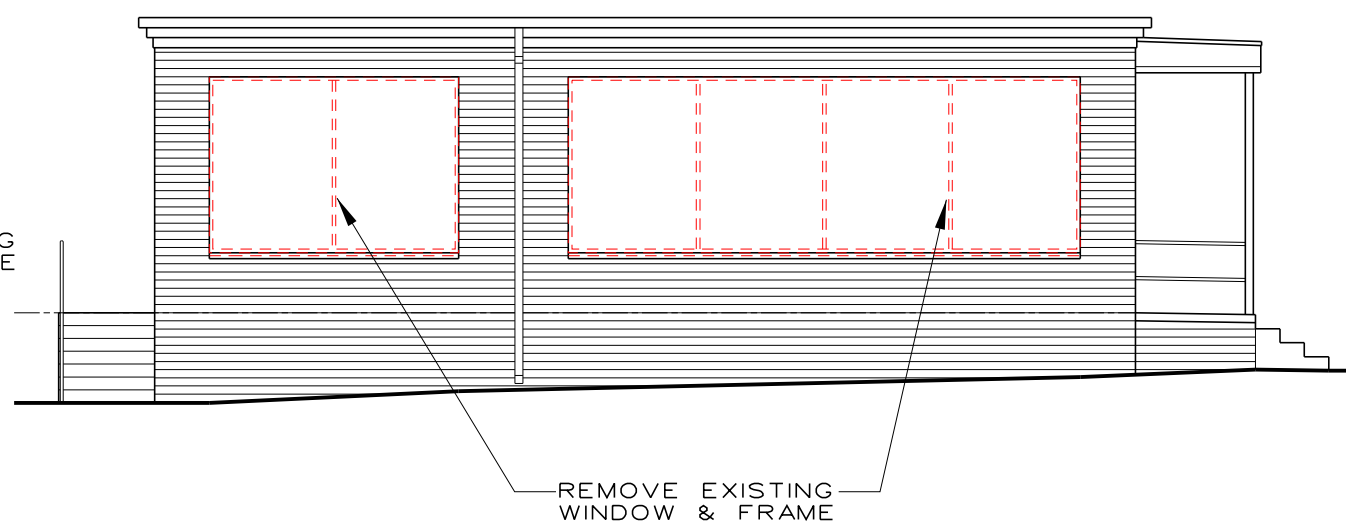
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EXHIBIT H

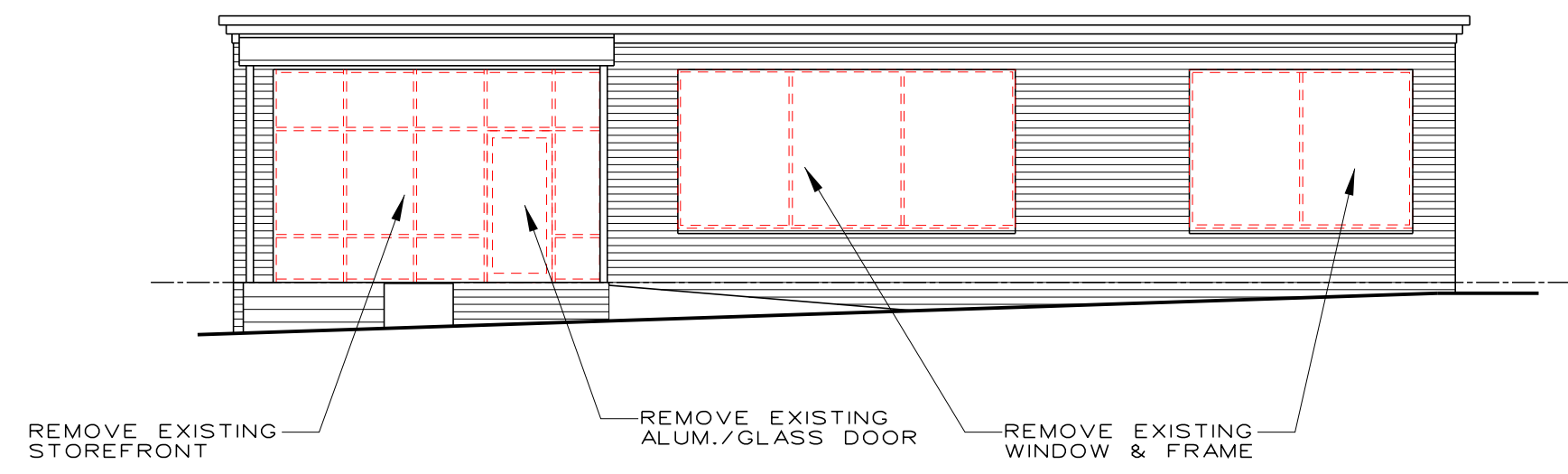




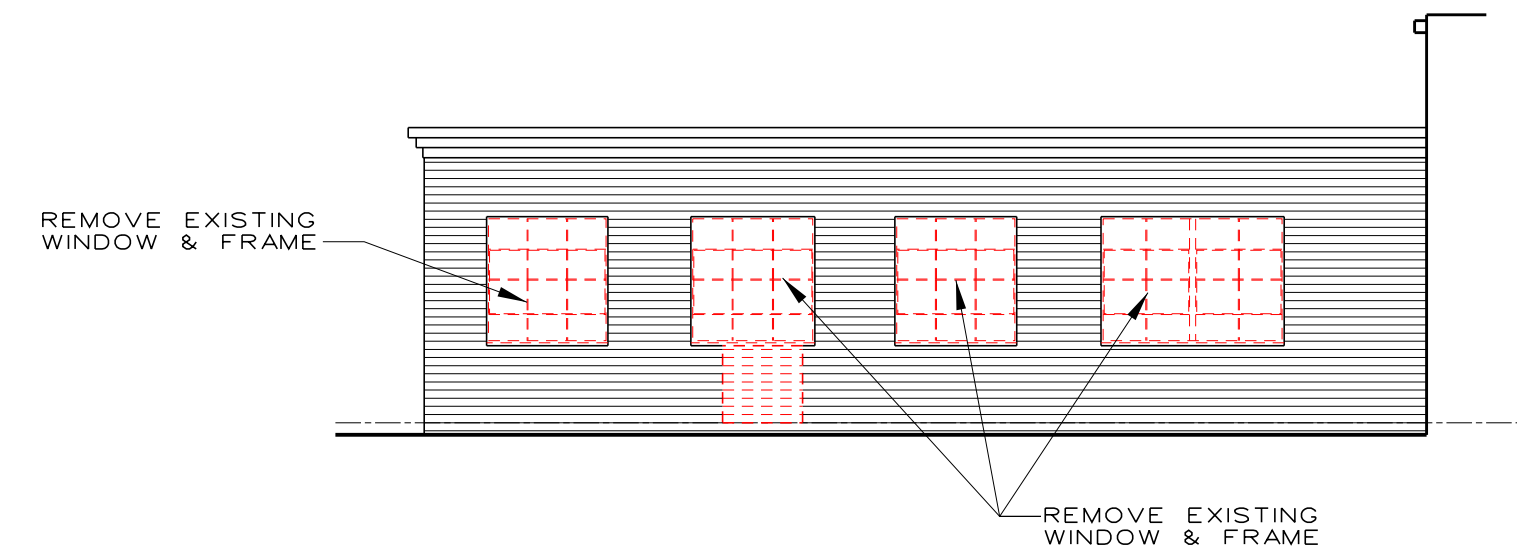
**1 ELEVATION-DEMO**  
SCALE: 1/8" = 1'-0"



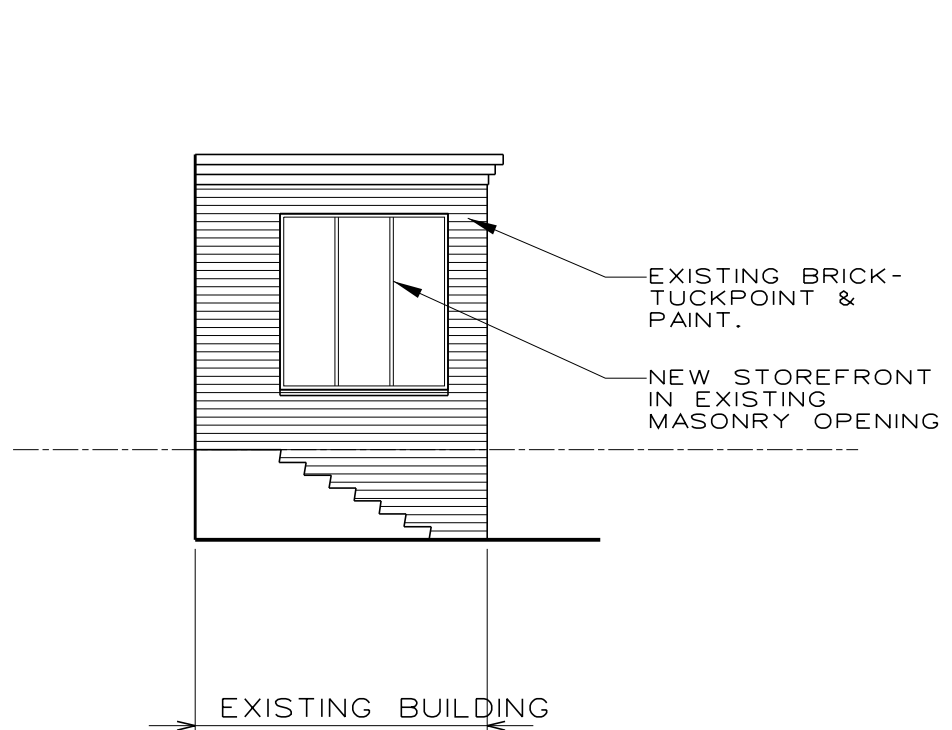
**2 ELEVATION-DEMO**  
SCALE: 1/8" = 1'-0"



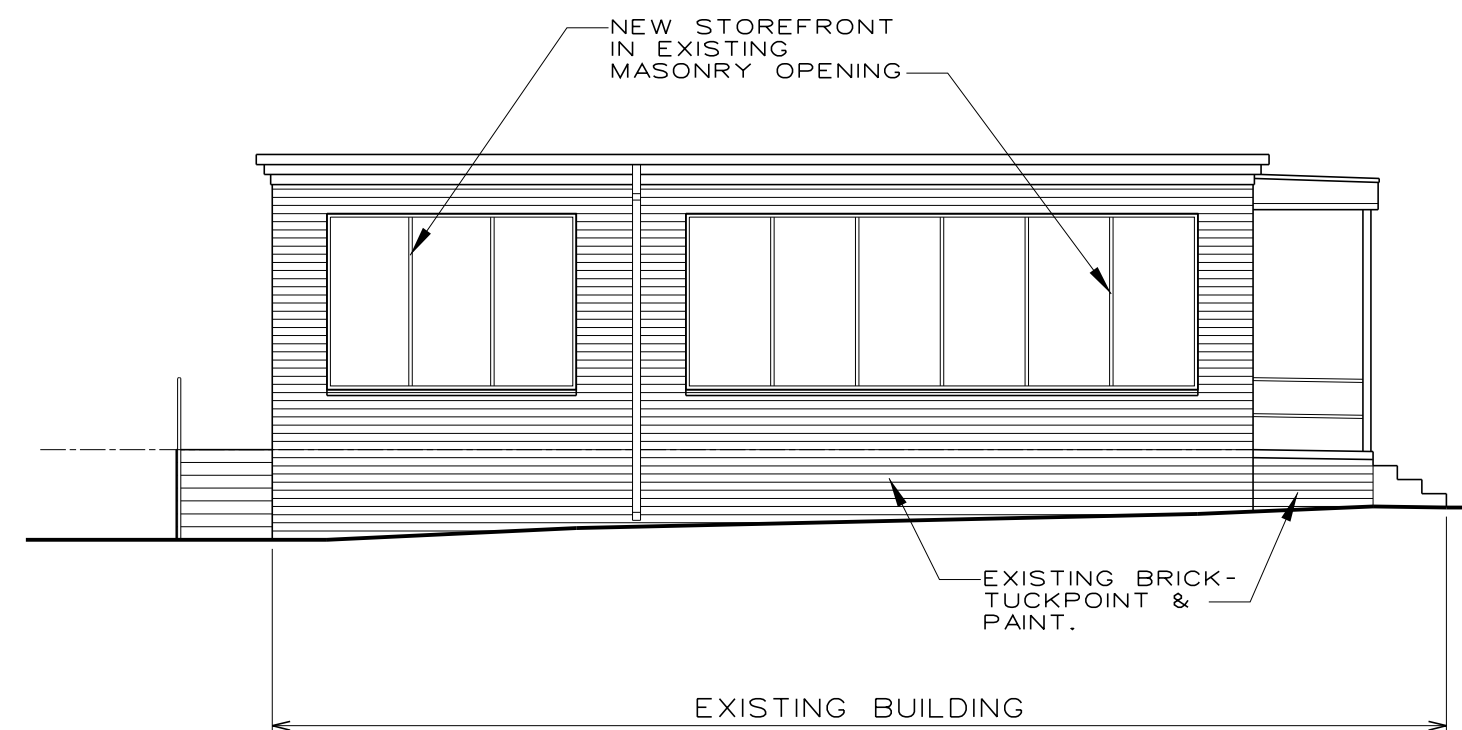
**3 ELEVATION-DEMO**  
SCALE: 1/8" = 1'-0"



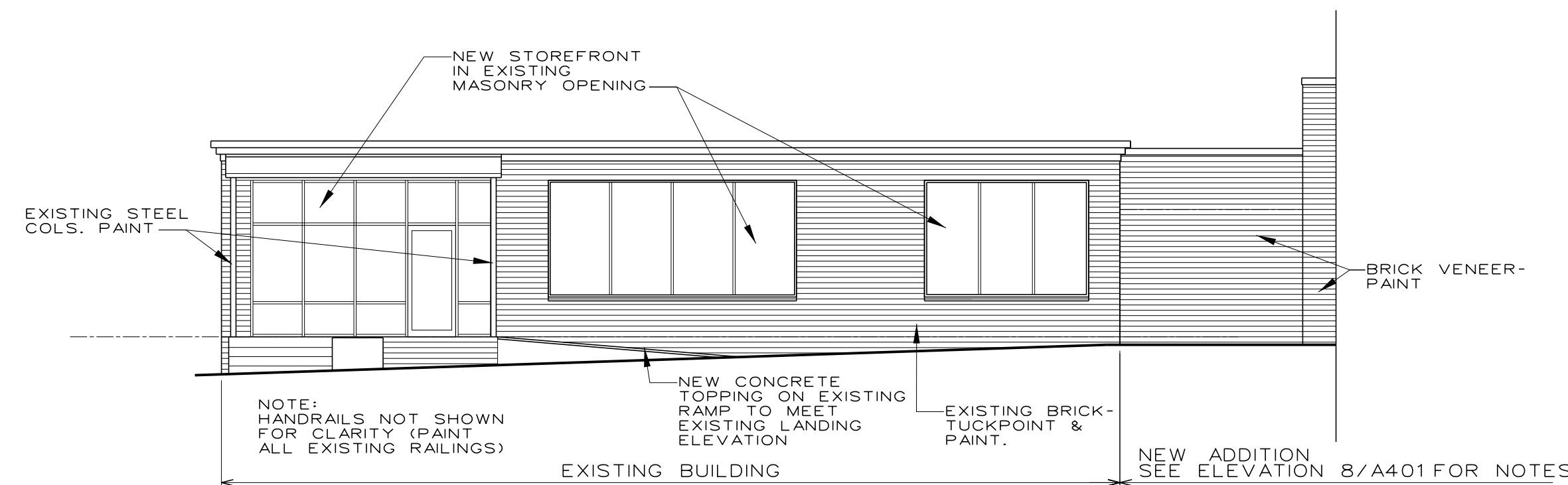
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SCALE: 1/8" = 1'-0"



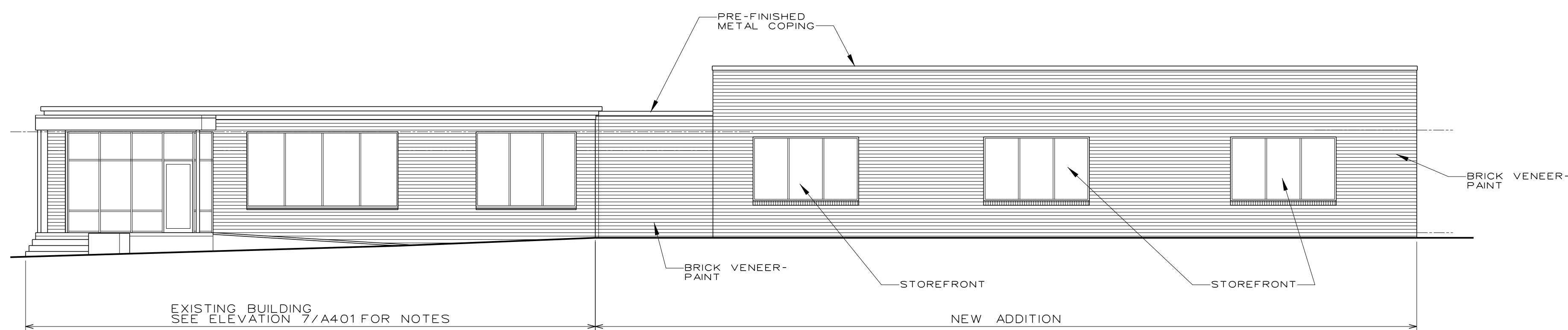
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SCALE: 1/8" = 1'-0"



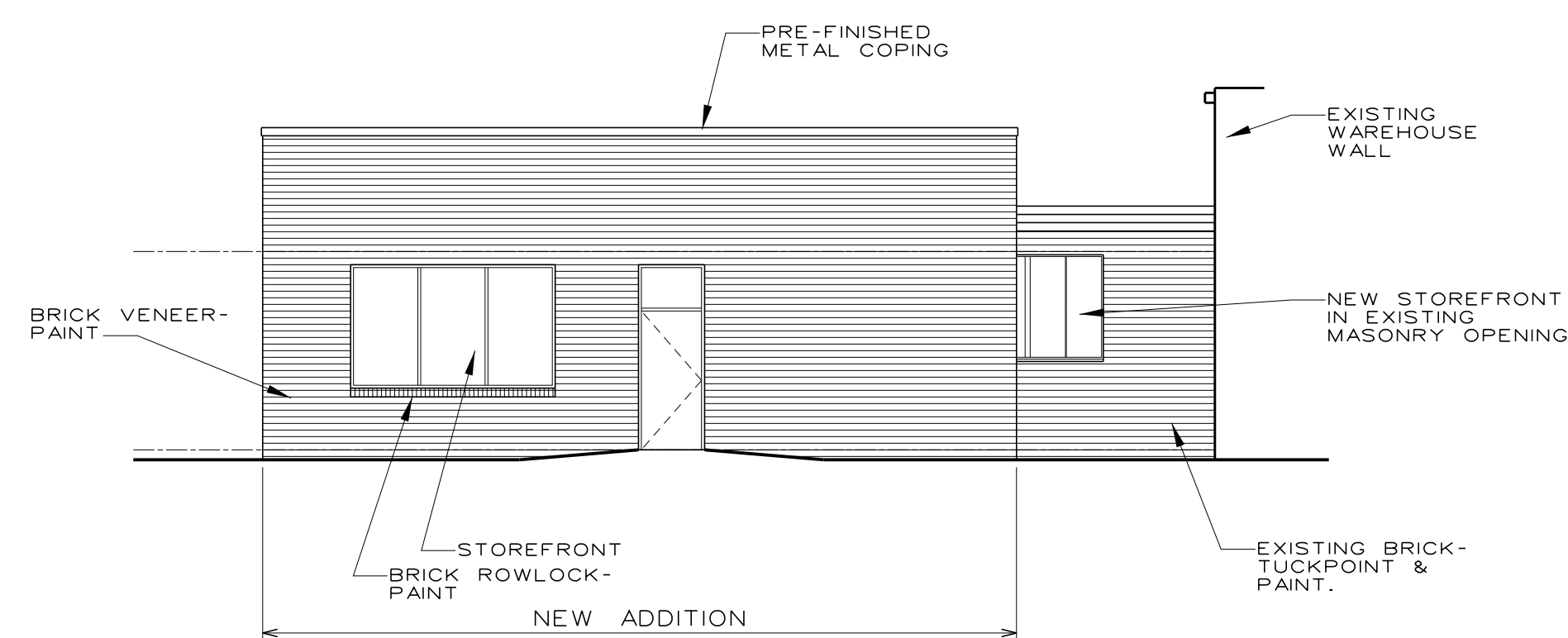
**6 ELEVATION-NEW WORK**  
SCALE: 1/8" = 1'-0"



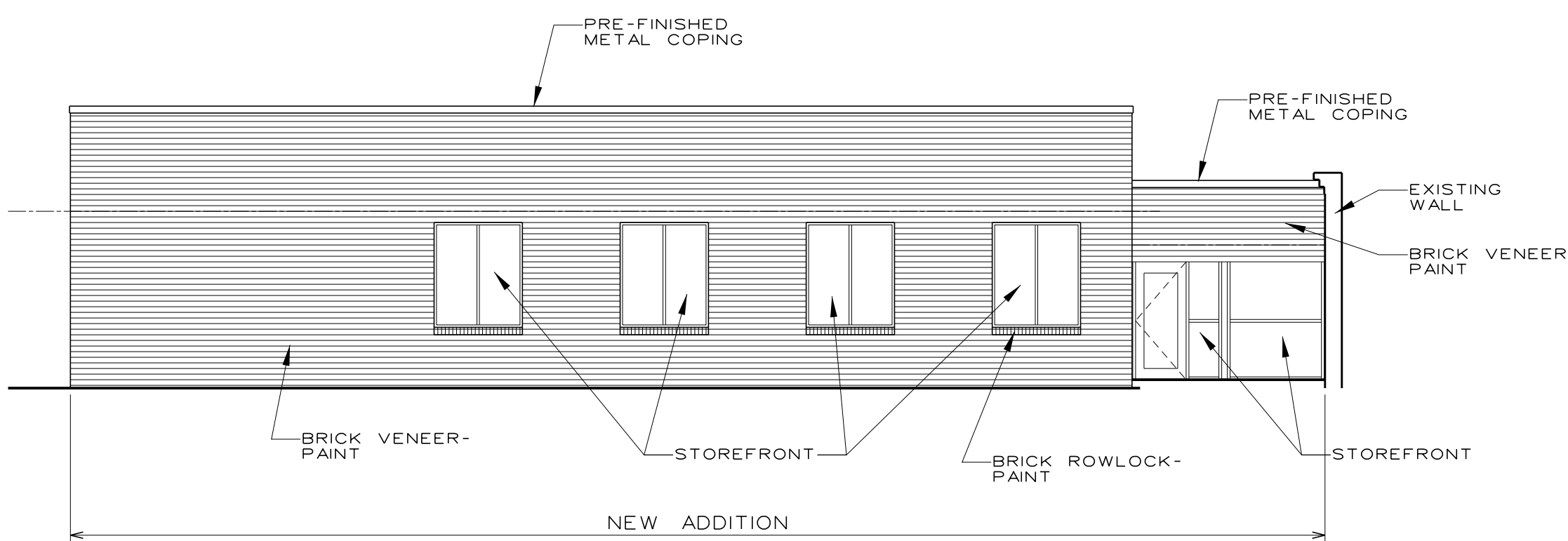
**7 ELEVATION-NEW WORK**  
SCALE: 1/8" = 1'-0"



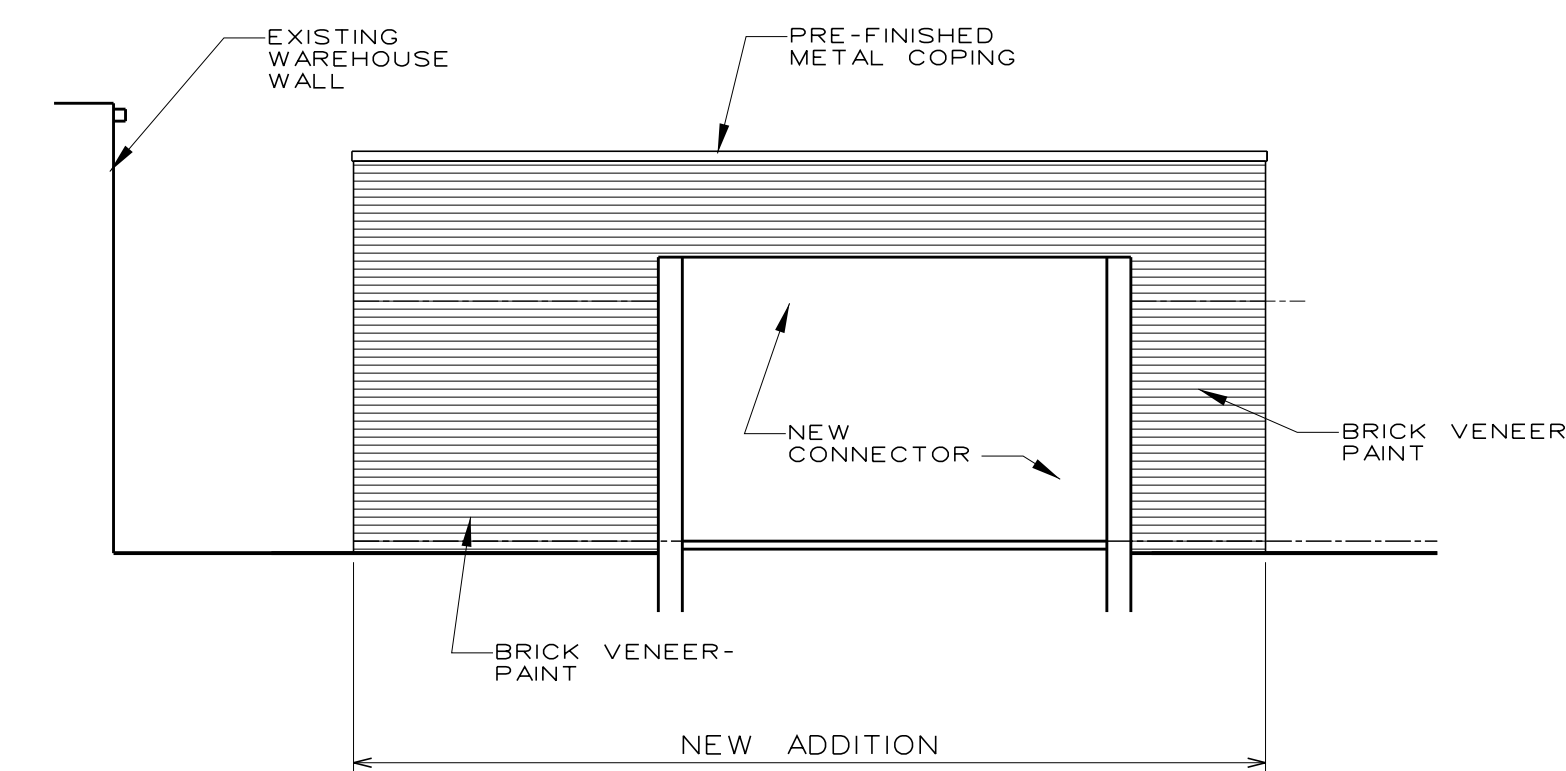
**8 ELEVATION-NEW WORK**  
SCALE: 1/8" = 1'-0"



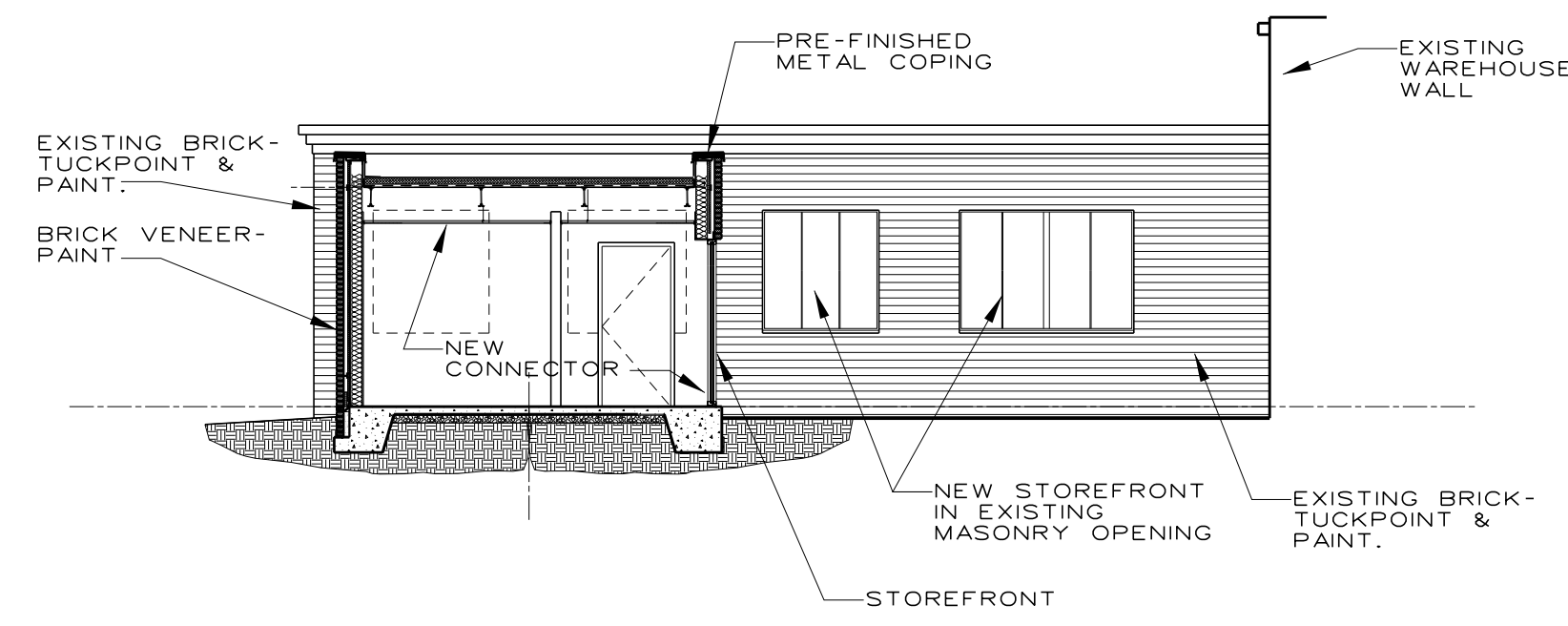
**9 ELEVATION-NEW WORK**  
SCALE: 1/8" = 1'-0"



**10 ELEVATION-NEW WORK**  
SCALE: 1/8" = 1'-0"



**11 ELEVATION-NEW WORK**  
SCALE: 1/8" = 1'-0"



**12 ELEVATION-NEW WORK**  
SCALE: 1/8" = 1'-0"

EXHIBITS FOR CONTRACTOR RFP  
9-02-2026

**MWA SITE 3  
MAINTENANCE  
OFFICE EXPANSION  
951 5TH STREET  
MACON, GA.**

ELEVATIONS - DEMOLITION  
AND NEW WORK

Project No.  
2513

Date

A-401

EXHIBIT J