

# Request for Qualifications and Proposals

to provide Construction Management at Risk Services to the

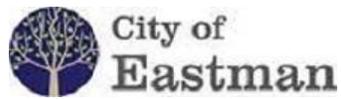
**CITY OF EASTMAN 333 COLLEGE ST, EASTMAN, GEORGIA 31023**

For the

**EASTMAN COMMUNITY SPLASHPAD PROJECT**

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## I. Request for Qualifications/Proposals

The CITY OF EASTMAN is requesting submittals from qualified General Contracting firms for the EASTMAN COMMUNITY SPLASHPAD PROJECT. If your firm is experienced in similar type and size recreational or aquatic projects, you are requested to submit your qualifications for consideration and an opportunity to submit a fee proposal for construction, and management service for the project.

## II. Project Overview

The CITY OF EASTMAN is responsible for the EASTMAN COMMUNITY SPLASHPAD PROJECT in EASTMAN, GA.

The project will include the design and construction of a new public splashpad facility, including water features, non-recirculation systems, drainage, safety surfacing, and associated site improvements.

### A. Project Program

The project will be designed and constructed to a level of quality and timeliness that reflects the long-term use of a public recreational facility, emphasizing safety, durability, and community enjoyment. The timeline for this project shall be expedited to have the facility open by end of Summer.

### B. Project Delivery Method

The design/construction team will maintain a high level of design, quality, and cost control. The design is anticipated to begin shortly, and the successful Construction Manager at Risk (CM) will come on board during the engineering design schematic phase. The design and construction of the project will be coordinated to permit construction to begin in **May, 2026**. Final contract documents will be available in **April, 2026**. All necessary permits shall be obtained and not the responsibility of the CM.

### C. Project Schedule

The City of Eastman targets **Summer of 2026** for the opening of the EASTMAN COMMUNITY SPLASHPAD. The CM will be responsible for reviewing and incorporating milestones shown in the Preliminary Project Schedule into their own Total Project Schedule. The final engineering design and splashpad design shall be completed by the bid date and the CM can immediately place purchase orders for designed equipment and materials.

### D. Construction Budget

The preliminary construction budget of the project is **\$400,000** including contingencies.

### E. Form of Agreement

The agreement between the Owner and the CM will be a form of agreement where the basis of payment is the cost of the work plus a fee which will be converted to a Guaranteed Maximum Price (GMP). Initially, the basis of the contract will be the CM's fixed prices for Pre-construction Services. A GMP Amendment prior to the bidding of trade packages will be incorporated into the contract.

### III. Scope of Services

The Construction Management services shall include a Pre-construction Design Phase and a Construction Phase. The CM will provide comprehensive administration and management of all aspects of the construction of the project and will work in concert with the A/E/Landscape Architect towards the successful completion of the project on schedule, at or less than budgeted costs, meeting or exceeding standards stipulated by the construction documents, and in adherence with standards required by local authorities and other agencies having jurisdiction.

The CM, either through in-house staff or outside consultant/contractors, will serve as a construction manager/contractor or provide all construction services and activities necessary for the design, construction, and occupancy of the project. The services described in this Request are representative of the services required but do not constitute a comprehensive specification. A comprehensive specification of the Scope of Services required is contained in the proposed Construction Management Agreement that, at the CM's request, may be obtained from the architect/landscape architect.

#### A. Construction Management Services to be Provided

1. **Pre-Construction Design Phase Services** Pre-Construction Design Phase Services shall include, but may not be limited to the following:
  - Validate preliminary construction budget in regard to the approved program.
  - Participate in design team meetings with City engineer and presentations as required to facilitate the design process.
  - Evaluate construction documents for constructability, maintainability, potential problems, errors, and compliance with the construction budget, with a focus on aquatic and recreational facility standards.
  - Develop a construction schedule, coordinating activities to accomplish the completion of the project by the earliest date possible within the stipulated construction budget.
  - Provide cost estimating, cost management, value analysis, and value engineering.
  - Develop construction budget to be maintained throughout design and construction.
  - Develop a GMP upon substantial completion of the documents.
2. **Bidding and Award Phase Services** Any costs associated with Bidding and Award Phase Services should be included in the Respondent's proposals for Pre-Construction Services

or General Conditions. Bidding and Award Phase Services shall include, but may not be limited to the following:

- Provide input on division of construction activities into separate subcontractor bid packages.
- Pre-qualification of potential subcontractors and vendors.
- Provide a provisional construction schedule for issuance with bid packages.
- Develop bidding requirements necessary to assure time, cost, and quality control during construction.
- Verify adherence of bids with construction budget.
- Contract with successful subcontractors for construction.

3. **Construction Phase Services** Construction Phase Services shall include, but may not be limited to the following:

- Develop requirements for safety, quality assurance, and schedule adherence, with specific attention to public recreational facility safety standards.
- Maintain on-site staff for construction management along with City engineering inspector.
- Maintain a system for tracking the timely submittal, review, and approval of shop drawings for all splashpad components.
- Coordinate, conduct, and document regular construction meetings.
- Prepare and submit change order documentation for approval of the Engineer and the Owner.
- Maintain on-site records and submit progress reports to Engineer and the Owner.
- Maintain quality control and ensure conformity to contract documents, particularly for water features, plumbing, electrical, and surfacing.
- Administration of the construction contract and reconciliation with construction budget.
- Develop and maintain a detailed construction schedule indicating methods and sequencing of construction activities and milestones necessary for completion of the project by the targeted date.

- Documentation of activities associated with the administration, management, and construction of the project.
  - Monthly certification of all work in place and approval of all contractor and vendor payment requests.
  - Provide enhanced project documentation of the construction (photographic history).
4. **Warranty Phase Services** Warranty Phase Services shall include, but may not be limited to the following:
- Resolution of remaining "punch-list" items as prepared by City.
  - Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training for splashpad operations, and the Owner's final acceptance.
  - Monitor, coordinate, and resolve all warranty complaints to the satisfaction of the Owner during the one-year general warranty period, including specific components of the splashpad.

#### B. Architect/Engineer/Landscape Architect Services

The Owner will contract with the City Consulting Engineer, Hofstadter and Associates, Inc (H&A) to provide civil design services for this project. The A/E/LA shall retain all normal responsibilities for professional design, cost control, schedule, and quality assurance, including normal construction administration and inspection services.

## IV. Qualifications/Proposal- Submittal Format and Requirements

### A. Qualifications/Proposal Instructions

Any questions in regard to this Request shall be submitted in writing to Hofstadter and Associates, Inc via email: [chad@hofstadter.com](mailto:chad@hofstadter.com). Qualifications/Proposal submittals will be received until **4:00 p.m., 4/16/2026**, at the following location:

Two (2) copies shall be sent in a sealed envelope directly to:

**Dayna Winslette, 333 College St, Eastman, Georgia 31023.**

It is the sole responsibility of the respondents to assure delivery to the appropriate party. The owner cannot accept responsibility for incorrect delivery, regardless of reason. No submittals will be accepted after the time stipulated above. Qualifications/Proposal submittal will not be accepted via facsimile.

Any proposals submitted shall remain valid for six months after the proposal due date or until the Owner executes a contract, whichever is sooner. In the event the selected respondent fails to perform and/or the contract is terminated within forty-five days of its initiation, the Owner may request the respondent submitting the next acceptable proposal to honor its proposal. Selection shall not be based solely upon the fee proposal; however, the fee and general conditions shall be a factor in the final selection.

All contractors and/or manufacturers must abide by BABAA standards and regulations. To meet the grant requirements, this must be mentioned in the RFQ and in all contracts. Chosen contractors and/or manufacturers also must submit a letter confirming adherence, which must be turned in with a copy of the signed contract. A sample letter is attached as reference.

All contractors hired to work on this project cannot be debarred or suspended at the federal level. We do not need documentation of this, but this must be verified on [www.sam.gov](http://www.sam.gov) by the City of Eastman/Hofstadter before the contractor is chosen.

### B. Qualifications/Proposal Format and Requirements

Qualifications/Proposal submittals must meet the requirements of this section to be considered. The response to this Request must be complete; partial or incomplete responses will result in a reduction of final scoring. Respondents are required to follow the outline below in their response. Responses should be concise, clear, and relevant. Photos or other graphics may be used to better convey the respondent's qualifications. Submittals must be on standard 8.5x11" paper with pages numbered. A table of contents, with corresponding tabs should be included to identify each section. Response may include such other information and details to support the firm's qualifications to perform this work.

1. **Letter of Interest** - A letter executed by a principal of the CM firm committing to the requirements specified in this Request. Provide a brief summary of the firm's experience and capabilities in related endeavors with public agencies and why you are interested in this project. Provide an explanation of what differentiates your team as the best candidate for this project.
2. **Description of Firm** - Provide basic company information including name of firm; street, mailing and e-mail addresses; phone and fax numbers; along with the name of a primary contact in regard to this submittal. Provide the number of years the firm has been in business, form of ownership and state of residency or incorporation. If the firm has multiple offices, the Qualifications submittal should primarily include information about the office that will perform the work. List at least two references for projects that your firm has completed in the past three years that required intensive pre-construction services, particularly for recreational or aquatic facilities. Briefly describe the projects and list the company, contact person and phone number. List three major trade contractor references (company, contact and phone number).
3. **Experience** - Provide examples of specific project experience utilizing a CM form of project delivery, including experience relevant to the type of project to be constructed (e.g., splashpads, aquatic facilities, public parks with water features). Describe two roughly equivalent projects (similar type of construction and a contract dollar amount) that demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided: project name, location, dates during which the project was constructed, physical description (size of splashpad, number of features, site area, etc.), brief description of project services provided by the CM, provide photographs, provide an Owner, Architect/Landscape Architect, and Program Manager (if applicable) reference familiar with your performance on the project. Provide any additional relevant information.
4. **Personnel and Project Team** - Provide general information about the firm's personnel resources, including classifications, number of employees, locations and staffing of offices. Provide qualifications and experience of the key personnel that you are proposing for this project: Include resumes of key personnel for both pre-construction and construction services. Highlight professional qualifications and relevant individual experience.
5. **Safety Information** - Submit a copy of your firm's safety program, with particular emphasis on safety protocols for public recreational facilities and water-based construction. Provide a letter on the firm's insurance company's letterhead stating the Workers Compensation Experience Modification Factor (EMF) for the past three years.

Provide your accident rate for the past three years utilizing the following formula:  
incident rate = # injuries (200,000)/# Total Man Hours. List the contact persons,  
addresses, and phone numbers for the firm's insurance carrier and agent.

6. **Bonding** - The CM selected will be required to provide a 100% performance and payment bond for the entire amount of the cost of construction. The respondent must provide a statement from their bonding corporate surety certifying their bonding capacity for a project with an estimated construction cost of approximately \$400,000.
7. **Pre-Construction Management Team** - Identify the individual who will be the leader of your pre-construction team and the principal point of contact between your firm and the Owner, the Architect/Landscape Architect, and other consultants.
8. **Construction Management Team** - Describe your firm's proposed organization for the construction management team including principals, project managers, superintendents, cost estimators, etc. who will manage the project. 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 Architect/Landscape Architect, and other consultants.
9. **Schedule** - Provide Preliminary Project Schedule. Describe your general approach to the schedule for this project. The CM can assume the engineering design shall be completed, and all splashpad equipment may be ordered the day of contract execution. Provide any alternatives that may be explored to shorten the proposed schedule.
10. **Fee Proposals** - Use the attached Construction Management Fee Proposal Form (Attachment A - *simplified below*) to submit fee proposals for the following:
  - **Pre-Construction Services** - Submit a Fixed Fee (lump sum dollar value) for Pre-Construction Services as defined in section III of this Request. Fixed Fee shall include overhead and profit for Pre-Construction Services. This fee shall not exceed \$15,000.
  - **Fee Proposal** - Submit a Fee Percentage (% of construction costs including general conditions but not including Pre-Construction costs) for Construction Manager's overhead and profit.

## V. Evaluation, Selection and Award

### A. General CM Selection Process

The City of Eastman will generally follow the requirements of Georgia Code Title 50, Chapter 22 with respect to the selection of a Construction Manager for the proposed project.

The selection of a Construction Management firm will be by a Selection Committee consisting of representatives of the CITY OF EASTMAN. The Selection Committee will receive and review Qualifications/Proposals in response to this Request. The qualification/proposal submittals will be evaluated against a set of weighted criteria to determine the firm most qualified for this project.

The City of Eastman reserves the right to short list the applicants and conduct interviews, if necessary.

At the conclusion of the selection process, the Owner will negotiate a contract with the highest ranked firm. If negotiations are not successful, the owner will then negotiate with the second-ranked respondent, and so on.

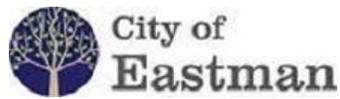
The services being sought under this Request are considered to be professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the respondents that will result in an award that is in the best interest of the Owner.

### B. Proposal Evaluation Criteria

1. Relevant Experience: 30 points
2. Project Team: 20 points
3. Safety: 5 points
4. Schedule and Expedited Approach: 30 points
5. Fee Structure and Value: 15 points

## VI. Additional Conditions

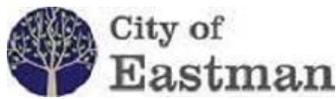
The Owner reserves the right to reject any or all Proposals received. The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals.



Upon receipt of a proposal by the Owner, the proposal shall become the property of the Owner without compensation to the Respondent. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

The Owner assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposals. Costs incurred in responding to the request for qualifications are the Respondents' alone and the Owner does not accept liability for any such costs.

The Owner does not desire to enter into "joint-venture" agreements with multiple Construction Management firms.



## Attachment A (Simplified)

### **Construction Management Fee Proposal Form** (submit in a sealed envelope)

#### Pre-Construction Services

For professional consulting services prior to construction commencement, providing cost estimating services, scheduling services, value engineering constructability, and related services described in this Request. The fixed fee for Pre-Construction services is inclusive of all incidental and direct expenses including, but not limited to, travel sustenance, reproduction, salaries, wages, office expenses, and fees to trade contractors and vendors assisting the construction manager as defined in this Request. Should the Owner not authorize the Construction Manager to proceed with construction, the fee for Pre-Construction Services is the maximum amount the owner is liable to the Construction Manager.

Pre-Construction Services:

\$ \_\_\_\_\_ (dollars)

#### Construction Manager's Fee

If authorized by the Owner to proceed with construction, the Construction Manager will execute the work and be reimbursed for the actual costs as defined in the proposed Construction Management Agreement, documented overhead costs not to exceed the amount proposed above, and a Construction Manager's fee. The fee shall be submitted as a percentage of the actual construction costs including General Conditions. If the Owner and Construction Manager agree upon a Guaranteed Maximum Price, the Construction Manager's fee shall be converted to a fixed dollar amount and will include any unpaid Pre-Construction service fees.

Construction Manager's Fee: \_\_\_\_\_ %

(\_\_\_\_\_ percent)

Respondent: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_