INSTRUCTIONS TO PROPOSERS

MARCH 28, 2014

1. Request for Proposals.

The response to this Request for Proposal (RFP) shall be submitted utilizing the Proposal Form included in this RFP and shall include all of the required information as needed to respond to the selection criteria as outlined in this RFP.

2. Related Documents.

Provisions will be as established within the Construction Manager’s General Requirements of the Work; Construction Manager’s standard Subcontract Agreement, including Supplementary Conditions to the Subcontract, all Attachments, and terms and conditions; the Owner/Construction Manager Agreement; and all related Contract Documents as set forth by this Proposal Package.

Proposers are cautioned to review all Contract Documents, whether or not specifically transmitted.

The Contract Documents shall include:

a. The design documents, as outlined in the Subcontract Agreement Attachment III, Contract Documents.

b. All provisions of this Request for Proposal, including Scopes of Work, as they apply to the individual Proposal Packages

c. Any Addenda issued prior to the Proposal due time.

3. Definitions.

a. Hunt Construction Group, Inc. (Hunt) will hereafter be referred to in this document as “Construction Manager”.

b. Upon award to the Subcontractor for a specific scope, all Documents as set forth in the RFP shall be made part of the subcontractor’s Subcontract Agreement.

c. Addenda are written or graphic instruments issued prior to the execution of the Construction Manager’s Agreement with the Subcontractor. These Addenda modify or interpret the Proposal Documents, including Drawings and Specifications, by additions, deletions, clarifications, or corrections.

d. For the purposes of defining responsibility, any reference in the RFP to “Trade Contractor”, “Subcontractor” or “Contractor” shall have the same meaning.

e. A Proposal is a complete and properly signed Proposal to do the Work, or designated portion thereof, for the sums stipulated therein, and submitted in accordance with the RFP.

f. The Base Proposal amount is the sum stated in the Proposal Form for which the Proposer offers to perform the Work described in the RFP, unless noted otherwise, to which Scope of Work may be added or deleted.

g. An Alternate Proposal (or Alternate) is an amount stated in the Proposal to be added to or deducted from the amount of the Base Proposal in the corresponding change in the Work, as described in the Proposal Documents, the individual Proposal Package Scope of Work, or in the proposed Contract Documents. It shall be the responsibility of the Proposer to review its applicable Specification Sections and Proposal Package Scope of Work for any Alternates that pertain to its Proposal and to include any required pricing in the space provided in the Proposal Form.

h. A Unit Price is the amount stated in the Proposal as a price per unit of measurement for materials or services as described in the proposed Contract Documents and is inclusive of all overhead and profit, and shall serve as a stand alone amount that can be added or deducted without applying any additional amounts for profit, burden or other miscellaneous costs. Proposal shall refer to their specific Proposal Package Scope of Work included in this Project Manual and to their specific Specification Sections for any Unit Prices that may be required with their Proposal. Attach Unit Prices as required to the Proposal Form either by completing the Unit Price page in the Proposal Package Scope of Work or by a Unit Price quote page prepared by the Subcontractor. Any Proposal not including the required Unit Prices may be considered non-responsive.
i. A Sub-tier bidder is a person or entity who submits a bid to a Subcontractor for materials or labor for a portion of the Work.

4. Examination of Documents and Site.

a. Each Proposer, by making his Proposal, represents that he has read and understands the Proposal Documents.

b. Each Proposer, by making his Proposal, represents that he has visited the site, performed investigations and verifications as he deems necessary, and familiarized himself with the local conditions under which the Work is to be performed and will be solely responsible for any and all errors in his Proposal resulting from his failure to do so.

c. Each Proposer, by making his proposal, represents that his proposal is based upon the materials, systems, and equipment required by the RFP where provided. Additionally, this Proposer shall provide a complete description of the materials, systems, and equipment used in preparing the lump sum price.

5. Basis of Proposal.

a. The Proposal shall be a lump sum amount based upon the Project Manual/Specifications/Drawings for this Proposal Package, dated March 21, 2014, for the Panola College 2013 Bond Program, as prepared by Corgan Associates, Inc.

b. All Proposers shall complete all line items as detailed on the Proposal Form, including cost of bond premiums and bonding company. Proposers shall include attachments to the bid form as needed to provide qualifications or clarifications to explain the construction budget.

c. All Proposers shall refer to the safety sections of the proposal form and include all costs associated with the safety training and safety practices as outlined.

d. The Proposer shall provide all Unit Cost items and cost to complete all Alternates as shown on the Proposal Form, as defined by the Specifications, and as listed in the specific Proposal Package Scope of Work.

e. Bidders shall submit responses to this RFP via email to
6. **Preparation of Proposal.**

Proposer shall submit his Proposal on the Forms furnished by the Construction Manager and/or included with RFP Package. If an individual submits a Proposal, he or his duly authorized agent must execute his name on the signature block. Powers of Attorney authorizing agents or others to sign Proposals must be properly certified and must be in writing and submitted with the Proposal.

7. **Anticipated Work Plan:**

It shall be the responsibility of the Subcontractor to include multiple mobilizations if their work occurs in more than one phase, any premium time costs or shift work premiums as required to complete their Work within the time frame allowed or to complete their Work in such a manner that the Subcontractors, depending on the completion of their Work, shall not be delayed.

The Subcontractor shall review the Preliminary Construction Schedule included in this Manual and all Contract Documents and shall submit a detailed work plan and schedule for review and approval by the Construction Manager with his proposal.

8. **Proposal, Payment and Performance Bonds.**

All subcontractors submitting Proposals shall be bondable for the full amount submitted. The bond cost related to the Proposer’s Work shall be written in the space provided in the Proposal Form. A letter of surety is to be included with the Proposal. The bond amount shall not be included in the base GMP.

The Construction Manager requires the Payment and Performance Bond to be executed on the Construction Manager’s forms and be provided by surety acceptable to the Construction Manager.
9. **Modification and Withdrawal of Proposal.**

Proposer may withdraw at any time before Proposal time, but Proposals may not be withdrawn for a period of sixty (60) days after the date submitted.

10. **Award of Contract.**

   a. After Proposals are opened, Proposals will be tabulated for completeness to criteria responses, quality and clarity of submitted responses, completeness of Scope, price and quantities, and ranked as listed below. The Construction Manager reserves the right to withhold the award of the Subcontract until the Construction Manager is satisfied as to the responsibilities of the successful Proposer. Until final award of the Subcontract, the Construction Manager reserves the right to reject any or all Proposals or proceed to do the Work otherwise in the best interest of the Owner.

   b. The following criteria will be used to evaluate and determine the selection and award of Subcontract (Refer to the Proposal Evaluation Criteria enclosed):

   1. Proposal Amount on Hunt Bid Form (50 points).
   2. Ability to Provide Insurance and Bonding (10 points)
   3. Ability to execute Hunt’s Standard Subcontract Agreement and comply with the Terms and Conditions (10 points)
   4. Safety Records (10 points).
   5. Ability to meet project schedule (10 points).
   6. Experience on similar projects (5 points)
   7. Project Understanding (Bid proposal per scope of work, value engineering suggestions) (5 points).

   The Proposer must respond in writing to the Evaluation Criteria at the time of RFP’s being due. Responses will be accepted to panolabids@huntconstructiongroup.com. Proposers are encouraged to provide supplemental information for any information stated in the Evaluation Criteria.

   c. After identifying the proposer that provides the best service and best value to the project, the Construction Manager shall make a recommendation to the Owner for the award of each proposal package.
d. Each Proposer, by submission of their Proposal, agrees to waive any claim it has, or may have, against the Owner, the Architect/Engineer, the Construction Manager, and their respective employees, arising out of or in connection with the administration, evaluation or recommendation of any Proposal.

11. **Execution of Contract.**

The Proposer agrees to enter into an agreement with the Construction Manager utilizing the Hunt Construction Group’s Subcontract Agreement included in this RFP. No verbal agreements are binding. The Subcontract Agreement will not be issued prior to a fully executed Contract Agreement between the Owner and Construction Manager, and receipt of the Owner’s concurrence with the proposed award. The Subcontractor agrees to execute and return the Subcontract Agreement within two (2) weeks of receipt, including all insurance, Attachments and bonds as set forth by the Contract Documents.

No progress payment shall be made to Subcontractor prior to receipt of a fully executed Subcontract Agreement and all associated documents, insurance certificates and the like.

END OF INSTRUCTIONS TO PROPOSERS