



Facility Resource Center

REQUEST FOR PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES

The Anchor School (TAS) desires to retain the services of a professional Construction Management (CM)/Contracting firm to manage the minor renovations at 2460 Wesley Chapel Rd, Decatur, GA 30035. The hard cost of the project should not exceed **\$100,000**, including CM fees.

To qualify for this project, firms must demonstrate expertise, resources, and personnel experience in project planning, cost management, project controls, pre-construction and construction methods, value engineering, scheduling, and quality assurance.

The Construction Manager (CM) will be responsible for delivering the project efficiently, economically, and on time. The CM will manage construction activities within the approved timeline and budget while meeting high-quality standards. Responsibilities include collaborating with the school and architect on pre-construction planning, developing proposal packages, awarding trade contracts, and managing construction through final occupancy.

Firms must demonstrate a strong track record of successfully completing similar school renovation or adaptive reuse projects, particularly under fast-track timelines.

Prior to the start of construction, the CM will be required to submit a Guaranteed Maximum Price (GMP) for review and approval. The CM will be held accountable for delivering the project on schedule and within the approved budget.

MISSION AND BACKGROUND

The Anchor School is a State Charter Schools Commission of Georgia public charter school that is currently serving 6th through 8th grade scholars in the Metro Atlanta region. The school will serve grades 6-12 in south DeKalb County. In the next year of operation, the school will only serve grades 6-9. TAS will grow one grade per year each year thereafter until it becomes a middle and high school campus. The school has a statewide attendance zone, meaning students from anywhere in the state of Georgia can attend the school. The school model leverages community-based partnerships with families and local organizations to deliver holistic adolescent development services and project-based learning experiences to students who are developing the knowledge, skills, and confidence they need to thrive in school and beyond.

PROJECT DESCRIPTION

TAS is seeking a qualified general contractor to provide complete construction services including, but not limited to, budget estimating, value engineering, scheduling, and constructability analysis as required for the successful completion of the renovation of an existing school property. The space being remodeled is currently being defined with the architect and will include input from the selected general contractor.

CRITICAL DATES

Future Work as it relates to this Bid:

Milestone	Date
RFP Issued	September 15, 2025
Optional Site Walk	October 1, 2025 at 1:00 PM
Deadline for Written Questions	October 7, 2025
Proposal Submission Deadline	October 31, 2025 by 12:00 PM ET
Shortlist Notification (if applicable)	November 7 , 2025
Interviews with Shortlisted Firms (if applicable)	November 8-14, 2025
Notification of Intent to Award	December 5, 2025
Contract Negotiation	December 8-11, 2025
Target Construction Start	Spring/Summer 2026
Target Substantial Completion	July 1, 2026

The architect has begun master planning and will transition directly into renovation drawings once the master plan is approved. We are expecting to have the permits in hand by the end of January. The property is currently occupied and used as a school, so all necessary site and facility diligence has been performed..

SCOPE AND STYLE OF SERVICES TO BE PERFORMED

In issuing the RFP, it is the intent of TAS that the successful CM will provide the required services for a fixed fee to be mutually agreed upon by the parties. It is further the intent of TAS that the successful CM will provide a GMP for the cost of construction of the projects and include a Guaranteed Delivery Date

(GDD). TAS also requires that the successful CM accept the following stipulations:

1. Provide performance and material and labor payment bonds in the amount of 100% of the GMP pursuant to O.C.G.A. 36-91-40, et. seq.
2. Inclusion of a Bid-Bond with the proposal pursuant to O.C.G.A. 36-91-50, et. seq.
3. Individual trade contracts will be between the CM and trade contractors, subject to TAS approval.
4. The CM will not perform any portion of the project with its own forces except as may be mutually agreed to by the school and the CM.
5. The CM will be “at risk” in the proposed undertaking and will be responsible for completing the project within the GMP.
6. Should the final cost of the project be less than the GMP, all savings shall revert to TAS.
7. A mandatory pre-bid conference will be held at [address] on October 1, 2025 at 1:00 PM. Only interested contractors/subcontractors shall attend the meeting. Attendance at this pre-bid conference is a mandatory prerequisite to submitting a bid. Please confirm your attendance by adding your information to this [attendance sheet](#) by 9/29/2025.
8. An agreed 10% of pay applications will be held in retention.
9. TAS shall have the authority to suspend, terminate, or supplement the performance of the project.
10. The Construction Manager will share with TAS the calculations and assumptions on which the CM’s proposed GMP is based.

SELECTION OF CM

The services being sought under the RFP are considered professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the proposers, which result in an award that is in the best interest of TAS.

Selection criteria to be considered in the evaluation include:

- Qualifications of the persons designated to form the proposer’s staff for the services required under the RFP.
- Experience working on construction projects with charter school organizations that were delivered on time and on budget.
- Experience working with charter school projects with compressed timelines that were delivered on time and on budget.
- Preference will be given to firms demonstrating successful experience relating to construction management services for similar projects (fast-tracked, summer school renovation projects, etc.)
- Demonstrate a record of support for and involvement with, and commit to soliciting bids from Minority and Women Business Enterprises.
- References from at least two (2) past project or different charter schools for which the proposer has performed renovation work. (preferred)
- Experience with a value engineering approach, demonstrating the ability to meet budget requirements.
- Demonstrate continuous business operations for not less than five (5) years.
- Provide qualifications to conduct business in the State of Georgia and demonstrate the ability to maintain a presence near the project site.
- Demonstrate successful experience in providing construction management services under a CM at Risk/GMP form of contract.

- Demonstrate bonding capacity for 100% of the total estimated construction value of the project.
- Demonstrate other intangibles that best demonstrate the proposer's ability to provide services to the school.
- CM fee proposal

Evaluations will be performed by a committee. Following completion of the initial evaluations, if deemed necessary by the committee, a shortlist of candidates may be invited for an interview with the Evaluation Committee. The anticipated date for the interview is scheduled for November 8-14, 2025.

After evaluation, the committee will identify the CM firm it will recommend based on the information contained in the proposal, reference analysis, and interviews, if required. The committee will base its final selection on what it considers to be most advantageous to the school. Final fees, general conditions, and reimbursables will be negotiated with the selected firm upon selection. If negotiations fail, the second-ranked firm will be considered. TAS reserves the right to accept or reject any and all proposals in response to this RFP.

RECEIPT AND CONTENT OF PROPOSALS

Proposals will be received until 12:00 PM on October 31, 2025. All proposals should be emailed to Atticus Gaul at frcteam@facilityresourcecenter.com with a carbon copy to Josh Pinto Taylor at joshpintotaylor@anchorschool.org and display "Response to CMAR RFP" in the subject line.

Questions concerning the RFP shall be emailed to Atticus Gaul at frcteam@facilityresourcecenter.com with a carbon copy to Josh Pinto Taylor at joshpintotaylor@anchorschool.org and display "Questions for CMAR RFP" in the subject line. **All questions must be received by no later than October 7, 2025.**

To be considered for acceptance, the proposals shall contain the following minimum information to be presented as set out in the format and sequence shown.

- Firm History & Information
 - Briefly describe your firm, its officers, and executive management.
 - Provide an organizational chart for your firm, specifically indicating those who will be involved in this project, along with their resumes.
- Related School Experience
 - Compile a list of all school or similar projects (at least three) completed by your firm in the past five (5) years, particularly those completed on a fast-track schedule.
 - Specifically identify three (3) of the most recently completed CMAR or general contractor and estimating projects.
 - Provide references from at least two (2) different schools for which you have performed similar work.
- Current/Recent Projects
 - List all projects your firm is currently involved with and/or has recently completed that are comparable to this project.
 - Identify your firm's role on each project (e.g., architect of record, associate architect, interior designer) and include the project budget and timeline for completion.
- Project Approach
 - Provide a brief outline and description of your firm's approach to a project of this nature.

- Timeline
 - Provide an anticipated timeline for project completion.
- Bonding information
 - Provide the name, address, telephone number, and contact for your surety and bonding agent.
 - Provide your total bonding capacity and the total value of all projects currently under construction.
- Claims History
 - List all litigations, arbitrations, and mediations in which the firm has been involved in the past five (5) years. If these claims involved were over \$50,000 made by an owner against the firm or by the firm against the owner, indicate the disposition of each such claim, the name of the owner, and the nature of the claim.
- Lawsuit Status
 - List all litigations, arbitrations, and mediations in which the firm has been involved in the past five (5) years.
- Historical Safety Violations
 - Provide any historical safety violations in which the firm has been involved.
- Saving Reversions
 - Provide the firm's approach to savings reversions.
- CM proposal Fee
 - Complete the CM Fee Proposal as provided in Exhibit A.

EXHIBIT A - CM FEE PROPOSAL

CM's Fee: Provide a breakdown of all proposed construction management fees beyond direct subcontractor costs, including general conditions, reimbursable/general allowances, contingencies, etc., with the definitions of each. Provide a fee breakdown for projects \$100,000 to represent the project size included in this RFP. The CM fee should be reflected in the schedule outlined in the bid.

BASIS OF FEE:

Basis of 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 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.

A. Preconstruction Fee:

Preconstruction Fee: For the preconstruction consulting services provided by the CM/GC, the owner shall pay the CM a preconstruction fee:

Preconstruction Fee (fixed fee)	
---------------------------------	--

B. Construction Fee:

Construction Fee. Representing the Gross profit for the construction services provided by CM, the owner shall pay the CM/GC a construction fee.

Construction Fee (percentage)	
-------------------------------	--

CM'S EXPENSES AND OVERHEAD COSTS (Preconstruction and Construction):

The CM's Overhead Costs. The maximum amount for the CM's preconstruction costs and expenses and construction overhead costs is inclusive of all direct and incidental expenses as described in Attachment A.

Maximum Preconstruction Costs and Expenses (from attachment A. Do not include the Pre-construction fee in this amount)	\$
Maximum Construction Overhead Costs. (Do not include the pre-construction fee in this amount.)	\$

[Exhibit A Breakdown Spreadsheet](#)