



**ATLANTA PUBLIC SCHOOLS**  
Facilities Services  
1631 LaFrance Street  
Atlanta, Georgia 30307

## **Request for Proposals**

**For**

**Survey for the Morningside Elementary School Property**

**October 08, 2019**

**RFP Number: 102119 (Morningside)**

**Due Date: October 21, 2019**

**Time Due: 11:00 a.m. ET**

# Survey for the Morningside Elementary School Property

## ADVERTISEMENT FOR REQUEST FOR PROPOSALS

### NOTICE TO PROPOSER:

Atlanta Public Schools' Facilities Department invites firms to submit their qualifications to provide a Survey for the Morningside Elementary School Property.

Offerors should read the general terms and conditions at: <http://www.atlanta.k12.ga.us/page/231>

Proposals shall be accepted at Facilities, 1631 Lafrance Street, Atlanta, Georgia 30307 on Monday, October 21, 2019 by 11:00 a.m. Also, documents may be emailed to Brent Bailey at [bbailey@atlanta.k12.ga.us](mailto:bbailey@atlanta.k12.ga.us)

Proposals delivered prior to the proposal close date and time can be received during normal business hours (between 8:30 a.m. ET and 5:00 p.m. ET) only. Deliveries attempted by any method (including mail, express courier, or in person) before 8:00 a.m. ET or after 11:00 a.m. ET on the date due **CANNOT** be accepted; therefore, we suggest that you submit proposals well in advance of the date and time due.

### ATLANTA PUBLIC SCHOOLS



**Brent Bailey**  
**Contract Services Administrator**

### TENTATIVE TIMELINE

10/08/2019:	Release RFP to Vendor Group
10/14/2019:	Deadline for written questions by 4:00 p.m.
10/16/2019:	Response to questions to be emailed
10/21/2019:	RFP due at Facilities at 11:00 a.m. ET

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# **Survey for the Morningside Elementary School Property**

## **1.0 Scope of Work**

1.1 The Facilities Department invites qualified vendors to submit a proposal to provide a Survey for the Morningside Elementary School Property.

1.2 In using this method for solicitation, we are requesting your best effort in seeking the best value for our requirements. To be eligible for consideration, sealed proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the selected Offeror to meet all specifications and guidelines set forth herein. Atlanta Public Schools, at its discretion, determines the criteria and process whereby proposals are evaluated and awarded.

1.3 A boundary and ground run topographic survey.

1.4 Paper and electronic copies of the reports and surveys are required.

1.5 The parcel number for the property is 17 000300100025

1.6 The address is 1053 East Rock Springs Road, NE, Atlanta, Georgia 30306.

1.7 The boundary and ground run topographic survey checklist is included.

## **2.0 GENERAL INFORMATION:**

2.1 All communications regarding this solicitation must be with Brent Bailey.

2.2 All questions or requests for clarification must be sent by email to [bbailey@atlanta.k12.ga.us](mailto:bbailey@atlanta.k12.ga.us)

2.3 By submitting a response to this request, the offeror accepts the responsibility for downloading, reading and abiding by the terms and conditions set forth in the General Terms and Conditions found on the APS web site at: <http://www.atlanta.k12.ga.us/page/231>

## **3.0 SUBMISSION REQUIREMENTS**

3.1 Offeror shall submit the following information with the proposal. Offeror must reference each section as listed below.

### **Section 1 – Methodology and Schedule**

a. Please provide your firm’s methods to provide a boundary and ground run topographic survey.

c. Please provide a detailed schedule regarding the project.

### **Section 2 – Pricing**

a. Provide pricing to include all components of a boundary and ground run topographic survey.

## **4.0 EVALUATION**

4.1 An APS Facilities Department evaluation committee will evaluate each proposal properly submitted. APS, at its sole discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of the determinations or decisions

# Survey for the Morningside Elementary School Property

by APS.

4.2 APS Facilities Department reserves the right during the evaluation process to contact offerors who submit proposals and request additional information or clarification necessary to complete the evaluation.

4.3 Although proposals that do not contain pricing information will not be considered for an award, Atlanta Public Schools Facilities Department reserves the right to evaluate proposals on the non-price related criteria only. Proposals that do not meet at least 70% of the non-price criteria may not have price evaluated as a criterion.

4.4 APS Facilities Department will evaluate all proposals and reserves the right to develop a competitive range. The competitive range is defined as a group for competitive negotiation, as determined during the evaluation process, composed of only those proposals that are considered to have a reasonable chance of being selected for an award and who are, therefore, chosen for additional discussions and negotiations. Proposals not in the competitive range are given no further consideration.

4.5 The formula used to evaluate price is as follows:  
(Lowest price / price of proposal being evaluated) x points available for price = score

4.6 Proposals will be evaluated on the following criteria:

- Methodology / Schedule
- Price

4.7 APS Facilities Department reserves the right to request a best and final offer (BAFO) from offerors during the evaluation process.

4.8 APS Facilities Department reserves the right to negotiate price and/or non-price terms and conditions with selected vendor(s).

4.9 APS Facilities Department reserves the right to negotiate terms and conditions, which may be necessary or appropriate to meet the needs of the district.

4.10 Negotiations may be:

- a. Concurrent which may be conducted concurrently with multiple offerors or;
- b. Exclusive which may be conducted with the offeror whose proposal is the overall highest rated.

4.11 Exceeding Available Funds

In the event the pricing submitted by (a vendor or vendors) exceeds available funds, APS Facilities reserves the right to negotiate an adjustment of price with the (vendor or vendors.)

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## OFFEROR INFORMATION FORM

(This form must be completed and returned with your response)

RFP Name: **Survey for the Morningside Elementary School Property**

RFP Number: **102119 (Morningside)**

Full Company Legal Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Name for Solicitation: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Purchase orders may be delivered via e-mail or fax. Please indicate your preferred delivery method and provide an e-mail address or fax number where they should be sent.

E-mail  \_\_\_\_\_

Fax  (\_\_\_\_) \_\_\_\_\_