

DATE: March 3, 2020

TO: All Contractors

FROM: Angela R. Young
Executive Director
FCS Capital Program Contracts

RE: RFP No. 416-20, Roswell High School Renovation and Additions

The Fulton County Schools ("FCS") is seeking a qualified and experienced firm to provide **Construction Services for Roswell High School Renovation and Additions located at 11595 King Road, Roswell, GA 30075.** Specific duties are more specifically described in **Section 00700 – General Conditions.**

A pre-proposal conference will be held in accordance with Section 002216 on **Tuesday, March 10, 2020 at 10:00 a.m. local time at 11595 King Road, Roswell, GA 30075.** Site visit will be held immediately following the pre-proposal conference.

Questions regarding the Request for Proposal process should be directed to Angela R. Young, Executive Director, Contracting via facsimile at (470) 254-1248 or email cpcontracts@fultonschools.org. Only questions received by **Tuesday, March 24, 2020 by 4:00 p.m.** (per the FCS Contracting time clock) will be considered.

Sealed Proposals will be received subject to the attached terms specified in Section 002216 – Instructions to Offerors. Sealed proposals consisting of one (1) original, seven (7) copies and a flash drive must be mailed to the office of the Capital Program Contracts, 6201 Powers Ferry Road, NW Atlanta, Georgia 30339.

All proposals must be received by **Thursday, April 2, 2020 by 2:30 p.m.** local time (per the FCS Capital Program Contracts time clock). Proposals received after the date and time specified by the time clock in the FCS Capital Program Contracts office will not be considered.

The Offeror is responsible for ensuring that they have complete Proposal Documents including all Addenda provided by the Owner, prior to the proposal submission date.

Each Offeror is requested to register the Offeror's company with FCS' vendor database, on the FCS Capital Program Contracts website on the World Wide Web at www.fcscpcontracts.org.

OBTAINING PROPOSAL DOCUMENTS

Proposal Documents may be obtained Monday through Friday from:

Chapman Griffin Lanier Sussenbach Architects, Inc.
400 Galleria Parkway SE, Suite 100
Atlanta, GA 30339
Attention: Michael Williamson
Phone: 404-733-5493, extension 7375
mikew@cgl architects.com

- A. Documents will be sent through e-mail request only.
- B. Proposal Documents including drawings and project manuals can be obtained from the Architect. Links to digital copies of documents will be sent to General Contractors at no charge. Hard copies of documents will be \$400 non-refundable for delivery within the immediate Metro Atlanta area and \$500 non-refundable for delivery outside of the Metro Atlanta area.
- C. Offerors shall utilize a complete set of Proposal Documents in preparing a proposal. The failure or omission of Offeror to receive any Proposal Document, form, instrument, Addendum, or other document shall not relieve Offeror from any obligations with respect to the proposal and/or Contract.

PROPOSALS MUST BE SUBMITTED IN A SEALED ENVELOPE, ONE PROPOSAL PER ENVELOPE, PLAINLY MARKED "REQUEST FOR PROPOSAL NO. "416-20" ON THE OUTSIDE OF THE ENVELOPE, AS WELL AS DATE OF PROPOSAL SUBMISSION. IF OFFEROR DOES NOT INTEND TO SUBMIT A PROPOSAL, THEN RETURN AN ENVELOPE MARKED "NO PROPOSAL" INDICATED ACCORDINGLY ALONG WITH THE PROPOSAL NUMBER ON THE OUTSIDE OF ENVELOPE. FOR IDENTIFICATION PURPOSES, THE OFFEROR'S NAME AND COMPLETE ADDRESS MUST BE CLEARLY PRINTED OR TYPED ON THE OUTSIDE OF THE ENVELOPE. FAXED RESPONSES WILL NOT BE ACCEPTED.

VISIT US AT OUR WEBSITE www.fcscpccontracts.org