

ORIGINAL

REQUISITION FOR PURCHASE ORDER
ROCKDALE COUNTY, GEORGIA

RECEIVED
11-22-24
JB

VENDOR # 55729 P.O.# _____

Ship to: 958 Millstead Ave, Conyers GA 30012

VENDOR QUOTATIONS REQUIREMENTS					
15,000.00 and OVER - FORMAL BID/RFP PROCEDURE IS REQUIRED					
2,500.00 TO 14,999.99 - THREE WRITTEN QUOTES ATTACHED					
0.00 TO 2499.99 - ONE PHONE QUOTE (depts required to rotate sources)					
VENDOR #1		VENDOR #2		VENDOR #3	
Benchmark Management					
UNIT	EXTENDED	UNIT	EXTENDED	UNIT	EXTENDED
82,500.00	82,500.00				
8,250.00	8,250.00				
TOTAL		90,750.00	90,750.00	0.00	0.00

Department/Account	Quantity	Unit	Description
			Judicial Administration Complex Project <u>Site Civil Utility Installation Inspections:</u>
352-1565-541305-11			Construction Inspection Services that verify the quality control testing for compaction of backfill materials and blocking, welding of casing pipes, and hydrostatic testing of pipes has been performed correctly and construction is in compliance with the plans and contract documents before final acceptance by Rockdale County.
			Contingency
			Email to Depart: andrew.hammer@rockdalecountyga.gov
			Email to Depart:michael.robinson@rockdalecountyga.gov
			Email to Depart: kaaba.johnson@rockdalecountyga.gov
			Email to Vendor: eabebe@bmmllc.com

Recommended Source of Supply:
 Benchmark Management
 101 Marietta St NW Suite 2000
 Atlanta GA 30303
 CONTACT: Eskander Abebe PHONE: 404-688-0048

Requesting Department: General Services Date Prepared: 11/22/24
 Elected Official: _____ Date Required: ASAP
 Department Head: _____

Purchasing Officer Use Only Below Line
 Award to be made to: Benchmark Management
 (If not low quotation, indicate reason): _____
am 12/25/24

Approved for preparation of Purchase Order
 Accounting Officer: _____ Date: 12/2/24

REQUISITION FORM Revised 7/08/2015
 12/9/2024
 12/9/2024
 2025-13



November 14, 2024

Kaaba Johnson, Deputy Director
Rockdale County Stormwater Department
958 Milstead Avenue
Conyers, GA 30012

**Re: Proposal for Site, Civil, and Utility Construction Inspection
Rockdale County Judicial and Administrative Complex**

Dear Mr. Johnson,

BenchMark Management is pleased to submit a proposal to provide Rockdale County Judicial and Administrative Complex construction inspection services.

We are committed to bringing in our qualified construction inspectors and providing all the necessary support from project managers and engineers.

We based our fee proposal on providing construction inspectors with as needed basis for the inspection of underground facilities at a total fee not exceeding \$82,500. Our assumption considers county-observed Holidays, paid time off, and weekends.

Our team looks forward to the opportunity to serve the County and Stormwater Department for this important project. If you have any questions, do not hesitate to call me on my cell phone at (404) 668-0048 or email me at eabebe@bmmllc.com.

Sincerely,

Eskender Abebe

Eskender Abebe, PE
President



Project Background

Scope of work: This site will be prepared for a new judicial and administrative complex. This project will consist of an underground detention system and installing underground utilities.

Underground Utilities: The contractor will install approximately 3,107 LF of storm drainage, two underground detention facilities, and approximately 460 LF of 36" CMP. Approximately 380 LF of storm drainage will be removed.

Pipe Detail to be removed:

18" RCP - 139 LF 15" RCP - 140 LF 12" Storm Pipe - 100 LF

Pipe Detail to be installed:

6" PVC - 80 LF	18" RCP - 962 LF
8" PVC - 344 LF	18" HDPE - 148 LF
10" PVC - 144 LF	24" HDPE - 162 LF
12" PVC - 115 LF	24" RCP - 1032 LF
12" RCP - 29 LF	30" CMP - 16 LF
15" PVC - 18 LF	15" RCP - 35 LF
15" HDPE - 22 LF	

Unground Detention System:

Pond #1A - 36" CMP - 290 LF

Pond #1B - 36" CMP - 170 LF



EXHIBIT A - SCOPE OF SERVICES

CONSTRUCTION ADMINISTRATION AND INSPECTION

A qualified and diligent field inspection staff is the key to a successful and quality construction project. On a project of this nature, with demolition, site, civil, and utility installations, inspectors play a critical role in confirming that the construction is in compliance with the plans and the contract documents. We will work closely with Rockdale County and the Contractor to resolve construction issues. Still, we will be firm in our commitment to safety, quality, cost, and schedule by strictly monitoring the construction.

The Inspectors will verify that quality control testing for compaction of backfill material and concrete, welding of casing pipes, and hydrostatic testing of pipes have been performed correctly before final acceptance by Rockdale County.

The Team will use a shared file management system accepted by Rockdale County to manage and process construction documents. Each team member will be equipped with a laptop computer with an internet card to log into a central project server where all project documents will be maintained and updated. Meeting minutes, daily reports, submittals, test reports, payment applications, and such will be uploaded into the Rockdale County project management system

Daily activities will be logged on the daily reports and sent to the Rockdale County Project Manager. The Contractor is responsible for maintaining a redline of the construction. However, the CM team will also maintain a set of plans updated with RFI, field changes, and engineering clarifications on a daily basis. The CM will use the set to review the Contractor's red-line monthly. Should any discrepancy or potential conflict exist in grades, elevations, survey layout, and staking, the Inspector will notify the Contractor for immediate correction.

Digital construction progress photographs will be recorded, cataloged, and saved in a central server identified by Rockdale County. Contract numbers, date, activity, and location will catalog photographs. Selected photographs will be attached to the daily reports and saved.

The CM team will witness the acceptance testing and review whether the testing guidelines meet the specifications.



SUBSTANTIAL COMPLETION OF PROJECT CLOSEOUT

Final inspection and project closeout are typically the most challenging phase of the construction; staff turnovers and exhaustion on complex projects tend to contribute to this challenge. Many small tasks, such as replacing dying trees or repairing a cracked sidewalk, seem to take an inordinate amount of time.

Substantial Completion - Our approach to substantial and final completion inspection is to develop a partial checklist as work on a section of the project is completed. At the completion of each phase of the construction, such as pipe installation and roadway improvement, our team will prepare a checklist in cooperation with the Contractor to close that portion of the work. We will maintain an active log of the punch list until final completion.

Our approach to limiting the duration of the closeout period is to enforce a clear time frame in which non-compliance notices (NCN) are addressed during construction. If the contractor fails to address NCN in a timely manner, we recommend that Rockdale County withhold additional retainage from the monthly progress payment.

Project Closeout and Project Turnover/Warranty - We will begin the project closeout and transition process once the final inspection is completed. We will ensure the key project closeout documents are obtained and scanned into the document control system. This process does not just begin when the final inspection is complete; we will do this throughout the project.

The key deliverables include, but are not limited to:

- Record drawings
- Material Safety Data Sheets
- Project Correspondence
- Actualized Schedule
- Approved Change Orders
- Submittals
- Retainage Release Documents and Approved Final Payment
- Other documents as requested by ROCKDALE COUNTY



EXHIBIT "B"

PAYMENT AND LABOR TERMS

We have made the following assumptions in estimating the labor hours for each position:

Project Duration: 6 months

Construction Duration: 4 months - Substantial Completion
2 months - Final Completion and Project Closeout

Construction Inspector (1): 6 months as needed basis

Exclusions:

No Holiday work unless approved by Rockdale County.

Estimated Labor Hours and Associated Fee

Labor Category	Rate	Not to Exceed Hours	Total Not to Exceed Amount
Construction Inspectors (4)	\$ 165.00	500	\$ 82,500
Total Task Order Total Amount			\$ 82,500