



RFP 23-901
STADIUM STEPS
RENOVATION CIVIL
DOCUMENTS

MATTHEW HILL PARK

September 13, 2023

City of Cartersville, Georgia

RFP 23-901

STADIUM STEPS RENOVATION CIVIL DOCUMENTS - MATTHEW HILL PARK

TABLE OF CONTENTS

<u>ITEM</u>	<u>PAGE</u>
TABLE OF CONTENTS	2
REQUEST FOR PROPOSALS	3
INSTRUCTIONS TO PROPOSERS	3-4
CONTRACTOR QUALIFICATIONS	4
PROPOSAL CLOSING TIME	4
PROPOSAL OPENING	4
PROJECT SCOPE – STADIUM STEPS RENOVATION CIVIL DOCUMENTS MATTHEW HILL PARK	5-6
PROPOSAL REQUIREMENTS	7
PROPOSAL FORM	8
REFERENCES	9
CONTRACT AGREEMENT	10-11
CONTRACTOR/VENDOR AFFIDAVIT	12
SUBCONTRACTOR AFFIDAVIT	13
EXHIBIT A - DESIGN OF STEPS AND EXAMPLE PICTURES	14-19

CITY OF CARTERSVILLE, GEORGIA

RFP 23-901

STADIUM STEPS RENOVATION CIVIL DOCUMENTS – MATTHEW HILL PARK

REQUEST FOR PROPOSALS

The City of Cartersville, Georgia invites your company to submit a Proposal on this Proposal Package, titled: **STADIUM STEPS RENOVATION CIVIL DOCUMENTS– MATTHEW HILL PARK** as defined hereinafter.

All terms and provisions listed in the enclosed: “TABLE OF CONTENTS”, “REQUEST FOR PROPOSALS”, “INSTRUCTIONS TO PROPOSERS”, “PROJECT SPECIFICATIONS” AND “PROPOSAL FORM” are integral parts of the Proposal Package.

The City of Cartersville reserves the right to waive informalities of any Proposal, to reject any or all Proposals in whole or in part, to advertise, to negotiate segments of any or all Proposals and to take any action that the City feels is in our best interest.

The proposal price(s) will include Surveying, Schematic Designs, Design Development, Bidding Assistance and Construction Administration. Include items listed in the table of contents to the entire structure located at Matthew Hill Park, 75 Aubrey Street, Cartersville, GA 30120.

INSTRUCTIONS TO PROPOSERS

1. To be considered, Proposals must be in the possession of the City of Cartersville by the Proposal Closing Time. Proposals may be mailed or delivered to the office of Steve Roberts, Director of Parks & Recreation, City of Cartersville, P O Box 1390, 100 Pine Grove Road, Cartersville GA 30120, in a sealed envelope clearly marked as to the item being proposed and marked with the time and date of Proposal Closing. Regardless of the method the Proposer uses to deliver the Proposal, each Proposer shall be responsible for the Proposal being delivered on time as the City of Cartersville assumes no responsibility for the same. Proposals offered or received after the time set for Proposal Closing will not be considered.
2. No Proposal may be withdrawn for a period of 60 days from the Proposal Closing Date.
3. All Proposals are to be submitted on the “Proposal Form” provided in this Proposal Package and signed by an authorized representative of the company submitting the Proposal.

INSTRUCTIONS TO PROPOSERS - CONTINUED:

4. The City of Cartersville is exempt from Federal, State, and Local Taxes. Taxes incurred by the Contractor during this project shall be to the account of the Contractor.
5. Proposers shall not begin any work activity until such time as they have been issued a Notice to Proceed by the City of Cartersville.
6. E-verify/SAVE Affidavits – Completed/signed/notarized affidavits **must be** included with Proposal or the Proposal will not be considered.
7. Immigration Reform Compliance Requirement is required during the entire duration of this project. The Contractor shall remain in compliance with Georgia Security and Immigration Compliance Act of 2007 and Georgia code § 13- 10- 91 and § 50- 36- 1, as amended.
8. For additional information on this Proposal Package and to view site, contact: Steve Roberts, Director of Parks & Recreation, City of Cartersville, via email at sroberts@cityofcartersville.org

REQUIRED QUALIFICATIONS OF PROPOSERS/CONTRACTOR

The Contractor must be a certified in his/her trade. The Contractor shall have a valid business license in the State of Georgia and be able to show financial responsibility and have the ability to provide bonds and certificates of insurance.

PROPOSAL CLOSING TIME

The Proposal Closing will be Wednesday, October 18, 2023 at 2:00 pm

PROPOSAL OPENING TIME

The Proposal Opening time will be Wednesday, October 18, 2023 at 2:00 pm

Location: Dellinger Park Office, 100 Pine Grove Road, Cartersville, GA 30120

City of Cartersville, Georgia

STADIUM STEPS RENOVATION – MATTHEW HILL PARK

PROJECT SCOPE

PURPOSE -

The Work Scope of this Technical Provision will include: provide all materials and to complete all **STADIUM STEPS RENOVATION CIVIL DOCUMENTS – MATTHEW HILL PARK** listed under the PROJECT SCOPE.

DEFINITION -

For all purposes and requirements of this document, the words “provide” and “provided” shall be defined as the requirement to furnish a service, or to furnish a product system, or facility in its entirety.

PROJECT SPECIFICATIONS

- A. Survey:
 - a. Boundary & Topographic Survey of project location.
 - b. Provide documents of survey.
- B. Schematic Design:
 - a. Attend a minimum of two (2) meetings with Stakeholder Committee.
 - b. Provide initial schematic design for approval.
- C. Civil Engineering Design Development:
 - a. Construction Documents
 - i. Site Plan
 - ii. Grading and Drainage Plan
 - iii. Staking Plan
 - iv. Hydrology Study
 - v. Erosion and Sediment Control Plan
 - vi. Landscape Plan
 - b. Permitting
 - i. Submittal of drawings and studies to the permitting jurisdiction for approval
 - c. Generate Construction Estimate
- D. Bidding Assistance:
 - a. Develop RFP for Construction Phase
 - b. Administer RFP Construction Phase
 - i. Answering questions and sending out addendum(s)
 - ii. Conduct pre-bid meeting
 - iii. Administer Grading of RFP
- E. Construction Administration:
 - a. Prepare Construction NTP and conduct pre-construction meeting
 - b. Review of Submittals and Shop drawings
 - c. Review and Approval of Contractor Payment Applications

- d. Bi-weekly OAC Meetings to monitor Contractor Performance and Schedule
- F. All questions should be emailed to sroberts@cityofcartersville.org by 5:00pm on October 2, 2023.
- G. Proposal Closing Time – **Wednesday, October 18, 2023** at 2:00 pm
- H. Proposal Opening Time – **Wednesday, October 18, 2023** at 2:00 pm at Dellinger Park Recreation Admin Office located at 100 Pine Grove Road, Cartersville, GA 30120
- I. License - The Contractor shall hold a Business License and provide documentation of their certification(s)
- J. Proposals will be graded using the following criteria and points: Total of 100 points
 - a. Price- 10 points
 - b. Qualification of Firm and Individual Assigned to Project- 10 points
 - c. Past Performance of Firm with Government Agencies in terms of: - Total 40 points
 - i. Cost- 5 points
 - ii. Quality of Work- 15 points
 - iii. Customer Client Relationships- 10 points
 - iv. Adherence to Schedules- 10 points
 - d. Litigation History for last 10 years for Firm- 10 points
 - e. Financial Stability of Firm- 10 points
 - f. Provide a Minimum of Three (3) reference letters- 20 points

-----**END OF PROJECT SPECIFICATIONS**-----

PROPOSAL REQUIREMENTS

Note: For a Proposal to be considered the following must be returned by the Proposal Closing Time of 2:00 pm on Wednesday, October 18, 2023 :

- 1. Completed Proposal Form**
 - a. Include Schedule of Values listing prices for each phase.**
- 2. Certification of Liability Insurance**
- 3. Completed List of References**
 - a. Include 3 reference letters.**
- 4. Completed Contractor/Vendor Affidavit and Agreement**
- 5. Completed Subcontractor Affidavit (if applicable)**

City of Cartersville, Georgia

STADIUM STEPS RENOVATION CIVIL DOCUMENTS– MATTHEW HILL PARK

PROPOSAL FORM

TO: Steve Roberts (Stadium Steps Renovation Civil Documents – Matthew Hill Park Proposal)
CITY OF CARTERSVILLE PARKS & RECREATION DEPARTMENT
P O BOX 1390
CARTERSVILLE GA 30120-1390

PROPOSERS:

IN ACCORDANCE WITH REQUIREMENTS OF YOUR INVITATION TO PROPOSERS, INSTRUCTIONS TO PROPOSERS, AND PROJECT SPECIFICATION, AND SUBJECT TO THE CONDITIONS THEREOF, I, THE UNDERSIGNED, HEREBY PROPOSE TO PROVIDE THE STADIUM STEPS RENOVATION CIVIL DOCUMENTS – MATTHEW HILL PARK FOR MONETARY CONSIDERATIONS.

A. LUMP SUM PROPOSAL PRICE FOR WORK SCOPE ITEMS, LISTED HEREIN, FOR ANY OR ALL OF THE PROJECTS LISTED UNDER SCOPE OF WORK AND PROJECT SPECIFICATIONS

\$ _____

Include Schedule of Values listing prices for each Phase of project

PROPOSER(S): _____ BY: _____

TITLE: _____ SIGNATURE: _____

ADDRESS: _____

PHONE NUMBER: _____

REFERENCES

NAME, ADDRESS, AND PHONE NUMBER OF FOUR (4) SUCCESSFUL PROJECTS THE PROPOSERS HAS COMPLETED:

1. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE NO. _____

EMAIL ADDRESS: _____

2. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE NO. _____

EMAIL ADDRESS: _____

3. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE NO. _____

EMAIL ADDRESS: _____

4. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE NO. _____

EMAIL ADDRESS: _____

Contract Agreement
STADIUM STEPS RENOVATION CIVIL DOCUMENTS – MATTHEW HILL PARK

This Contract Agreement made and entered into on the _____ day of _____, 2023, by and between the CITY OF CARTERSVILLE, party of the first part (hereinafter called the “Owner”), and _____, party of the second part, (herein called the “Contractor”).

Witnesseth:

That the Contractor, for the consideration hereinafter fully set out, hereby agrees with the Owner as follows:

That the Contractor will furnish all products, tools, construction equipment, skill labor of every description necessary to carry out and to complete in a good, firm, substantial workmanlike manner for the Renovation of the Stadium Steps at Matthew Hill Park and will complete work in strict conformity with the Specifications, together with the foregoing Proposal made by the Contractor, the Invitation to Proposal, Instructions to Proposers, Project Specifications and Proposal Form and all hereto incorporated (if applicable) which form essential parts of this Contract Agreement, as if fully contained herein.

That the Contractor shall commence the work to be performed under this Contract Agreement on a date to be specified in a written Notice to Proceed and shall fully complete all work hereunder within three (3) weeks of the agreed upon start date.

The Owner hereby agrees to pay the Contractor for the faithful performance of this Contract Agreement, subject to additions and deductions as provided in the Specifications and Proposal, in lawful money of the United States of America, the sum _____ (_____)

The Owner shall make payments to the Contractor in accordance with the provisions of the Contract Documents. Final payment on account of this Contract Agreement shall be made within thirty – (30) days after the completion by the Contractor of all work covered by this Contract Agreement and the acceptance of such work by the Owner, in accordance with the provisions of the Contract Documents.

IN WITNESS WHEREOF, the parties hereto executed this Contract Agreement under their respective seals on the day and date first above written.

OWNER: City of Cartersville, Georgia

By: _____
Matthew J. Santini
Title: Mayor

WITNESS: By: _____ (SEAL)

Julia Drake

Title: City Clerk

CONTRACTOR: _____

By: _____

Name: _____

(Please Print)

Title: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____,
20____

Notary Public

My Commission Expires:

CONTRACTOR/VENDOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with City of Cartersville has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with City of Cartersville, contractor will secure from such

subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Cartersville at the time the subcontractor(s) is retained to perform such service.

The undersigned Contractor is using and will continue to use the federal work authorization program throughout the contract period.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Contractor/Entity Name

Title of Authorized Officer or Agent of Contractor

Contractor Address

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20 ____

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of City of Cartersville has registered with and is participating in federal work authorization program being* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States

Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned subcontractor is using and will continues to use the federal work authorization program throughout the contract period.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

EXHIBIT A











