



REQUEST FOR SEALED PROPOSAL

ADVERTISEMENT for CONSTRUCTION SERVICE

RFP – SANITARY SEWER ACCESS ROAD CONSTRUCTION - 050819

The City of College Park is accepting **sealed proposals** from qualified vendors for **SANITARY SEWER ACCESS ROAD CONSTRUCTION**. Proposals will be received no later than **Wednesday, May 8, 2019 at 9:30 am** at the City of College Park Purchasing Department, 3667 Main Street, College Park Georgia, 30337. Proposals received after the above date and time, or in any other location other than the Purchasing Department will not be considered.

The (mandatory) information conference/pre-bid meeting will be conducted at City Hall | 3667 Main Street | College Park | GA 30337.

A bid packet may be obtained by clicking "related documents" below or a hard copy from the City of College Park Purchasing Department, 3667 Main Street, College Park, Georgia 30337 or www.collegeparkga.com, under the Bids / RFPs section.

Timeline

Information Conference Pre-Proposal Meeting (Mandatory) (on-site visit or review)	April 23, 2019	10:00 am
Q&A and Clarifications (email only to wmoody@collegeparkga.com) Reference : RFP – Sanitary Sewer Access Road Construction	April 30, 2019	4:00 pm deadline
Addendum(s) published	May 3, 2019	4:00 pm deadline
Open Sealed Bids	May 8, 2019	10:00 am

Any/all addenda must be signed and dated and made a part of bid packet. It is always the vendor's responsibility to check the City of College Park's website for any/all addenda.

The City of College Park reserves the right to reject any or all bids based on past performance and to waive technicalities and informalities and re-advertise. All Minority, Woman and Small Businesses are strongly encouraged to apply. Only responsive bids that are determined to meet the requirements and criteria set forth by the City of College Park will be considered.



CITY OF COLLEGE PARK PURCHASING DEPARTMENT



“GENERAL INSTRUCTION TO PROPOSER”

1. The following instructions are to be considered an integral part of this proposal; unless otherwise requested, one (1) marked “Original” and two (2) marked “Copy” of the proposal need be submitted and **MUST BE TYPEWRITTEN OR PRINTED IN INK.** The person signing the bid form must initial any changes or corrections made to this proposal, using blue ink.
2. The person, firm or corporation making the proposal shall submit their bid attaching the final page of this proposal to the front of their proposal to City Hall. The cover submittal page must be complete with the bidding company’s name, bid title, bid number and bid date. No proposal may be withdrawn or modified in any way after the bid-opening deadline.
3. If descriptive literature is attached to the bid, bidding company’s name, bid title, bid number and bid date must appear on all sheets.
4. If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the bidding company’s responsibility to seek clarification immediately from the City of College Park Purchasing Department during the question period stated herein. **It shall be the bidder’s responsibility to check the City’s website (www.collegeparkga.com) for any/all addenda(s).** Answer(s) to all questions will be answered after the deadline for questions has expired, and posted on the City’s web site, if applicable, within the specified timeline on page one (1).
5. Any variation from the specifications must be clearly stated by the bidding company in writing and submitted with his/her proposal.
6. The apparent silence of the specifications and any supplement specifications as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be of first quality. All interpretations of this specification shall be made upon the basis of this statement.
7. The following bid shall be awarded to one “responsible” bidder on a total lump sum price basis. An award shall be made to one vendor, or split between vendors, for the total bid. Unit prices and extensions will be verified and total checked. Unit price extension and net total must be shown. Unit price **SHALL** prevail.
8. In most cases, proposals shall be evaluated on the following items, but not necessarily in this order:
 - a. Lowest Price (not always the winning proposal)
 - b. Adherence to specifications
 - c. Delivery of good/service(s)
 - i. If Applicable to Scope of Work
 - ii. Though delivery will be a large consideration, please be as truthful and precise with your date(s) as possible.
 - d. Past record of vendor’s delivery/performance to the City of College Park
9. The City of College Park desires delivery of the material or services specified at the earliest possible time after the date of award. An unreasonable delivery proposal may be cause for disqualification of a bid. Each bidder shall state a definite time and avoid using the terms ASAP or approximately so many days.
10. The bidder or contractor shall provide copies of **Workers’ Compensation Insurance** with a limit of not less than required by the State of Georgia or otherwise stated in the bid instructions. In

addition, a copy of your **Commercial General Liability Insurance** (*if applicable*) shall be provided.

11. All prices shall be for delivery, our destination, and F.O.B. freight prepaid and allows, College Park, Georgia unless otherwise shown. (*if applicable*)
12. Federal or State Sales Tax is *inapplicable*
 - a. The City of College Park's Tax Identification Number (TIN) is **58-6000542**
 - b. The City of College Park **is tax-exempt** under the code of Georgia, Charter 88-18
13. Cash discounts or end of month terms should be shown separately, even if terms are net.
14. The City of College Park reserves the right to accept or reject any and all bids, due to past performance, etc. and waive any informality. The City of College Park will accept or reject all bids within 90 days from the date of the bid opening.

THE UNDERSIGNED ON THE BID PROPOSAL CERTIFIES THAT HE/SHE HAS CAREFULLY EXAMINED THE INSTRUCTIONS TO BIDDERS, TERMS AND SPECIFICATIONS APPLICABLE TO AND MADE A PART OF THIS PROPOSAL.

HE/SHE FURTHER CERTIFIES THE PRICES SHOWN IN THE SCHEDULE OF ITEMS ON WHICH HE/SHE IS BIDDING, ARE IN ACCORDANCE WITH THE CONDITIONS, TERMS AND SPECIFICATIONS OF THE PROPOSAL AND THAT ANY EXCEPTION TAKEN THERETO MAY DISQUALIFY THE BID.

SIGNATURE: _____ **DATE:** _____

PLEASE NOTE THAT THIS RFP DOCUMENT IS A STANDARD, BOILER-PLATE FORM. PLEASE TAKE INTO CONSIDERATION THAT IT IS NOT NECESSARILY MODIFIED FOR EACH AND EVERY REQUEST FOR PROPOSAL.



Purchasing Department Vendor Questionnaire

The City of College Park Purchasing Department is seeking vendor information to create a database of current and new businesses doing business with the City of College Park. We ask that all vendors take this time to provide the following information so that we can update our records and develop a process to benefit the needs of the community. The information collected from this questionnaire will not be used in the award of bids. The City will continue to utilize a fair, equitable and impartial process and award bids based upon the lowest responsible bidder.

Vendor Name:

Vendor Category:

Physical Address:

City, State, Zip:

Telephone:

Fax:

Alternate Phone:

Remit To:

City, State, Zip:

- ◇ A **“Minority Business Enterprise” (MBE)** is a business which is an independent and continuing operation for profit, performing a commercially useful function, which is owned and/or controlled by one or more minority group member(s).
African American Business Enterprise (AABE), Hispanic Business Enterprise (HBE), Female Business Enterprise (FBE), Asian Business Enterprise (ABE), Native American Business Enterprise (NABE)
- ◇ An **“Owned”** is a minority or female owner which possesses an ownership interest 51% of the business
- ◇ A **“Controlled”** is a minority or female which possess and exercise the legal authority and power to manage business assets, good will and daily operations of the business and actively and continuously exercise such managerial authority and power in determining the policies and directing the operations of the business.

Classification of your MBE Company (*requested*) _____

Vendor Contact Name (print)

Title

Vendor Contact Signature

Date



E-VERIFICATION AFFIDAVIT

The College Park contract holder, signed below, confirms and verifies its compliance with Georgia law (*See* OCGA § 13-10-91), and affirmatively states that the business (Sole Proprietor, Partnership, Corporation, Non-Profit, LLC Corporation, or LLC Partnership) which performs services for the College Park: (*check and complete #1 or #2 below*)

____ 1. Has registered with, is authorized to use, and uses the federal work authorization program commonly known as “E-Verify”, or any subsequent replacement program. Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period. The undersigned will contract for the physical performance of services for the contract only with subcontractors who present an affidavit to the contract holder with the information required by OCGA § 13-10-91, as amended. The undersigned hereby attests that its federal work authorization user identification number and date for authorization are as follows:

Federal Work Authorization User Identification Number (not Taxpayer ID)

Date of Authorization

Legal Business Name of City of College Park Contract Holder/Applicant

____ 2. Employs no employees, or otherwise does not fall within the requirements of OCGA § 13-10-91.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ in _____ (city) _____ (state)

Signature of Authorized Owner/Officer

Printed Name and Title of Authorized Owner/Officer

NOTARY PUBLIC

My Commission Expires: _____



RFP DOCUMENT REQUIREMENTS & CHECKLIST



Complete, sign and submit the following RFP documents in the order listed below. The proposal shall be submitted using the forms included in the RFP document.

- _____ 1. Form of Proposal completed, signed and dated
- _____ 2. RFP document requirements & checklist completed, signed and dated
- _____ 3. One (1) marked “**Original**” and two (2) marked “**Copy**” of the proposal
- _____ 4. Bid Bond (10%)
- _____ 5. Exceptions Sheet
- _____ 6. Vendor Questionnaire
- _____ 7. Contract Affidavit
- _____ 8. Proofs of Insurance (must be included in proposal package)
- _____ 9. List of subcontractors
- _____ 10. Reference Request pages
- _____ 11. Any/All Addenda must be signed, dated and made a part of bid packet
- _____ 12. Successful bidder acknowledges requirement to provide Performance and Payment Bond (100%) before execution of contract
- _____ 13. Current Form W-9

1. Is the vendor located in College Park? _____

2. Is your company a minority-owned business? _____

A “**Minority Business Enterprise**” (**MBE**) is a business, which is an independent and continuing operation for profit, performing a commercially useful function, which is owned and/or controlled by one or more minority group member(s).

African American Business Enterprise (AABE), Hispanic Business Enterprise (HBE), Female Business Enterprise (FBE), Asian Business Enterprise (ABE), Native American Business Enterprise (NABE)

3. Has the vendor previously conducted business with College Park? _____

4. Has your company ever been debarred from doing business with any federal, state or local agency?
_____ (If yes, on a separate sheet of paper, provide details including agency name, date(s) and reason for debarment.)

Vendor Contact Name (print)

Title

Vendor Contact Signature

Date

Faxed, emailed or late proposals will not be accepted.

The City of College Park is not responsible for submissions not properly identified, late or undelivered mail or courier service(s)



Insurance Requirements

Within ten (10) days of Notice of Award, and at all times that this contract is in force, the contractor shall obtain, maintain and furnish the City of College Park, Certificates of Insurance from licensed companies doing business in the State of Georgia and acceptable to the City of College Park covering:

1. Worker's Compensation Insurance
2. Comprehensive General Liability Insurance
3. Automobile Liability
4. Umbrella Liability Insurance

Copies of these Certificates of Insurance shall be furnished to the City of College Park prior to execution of the contract. Such policies shall be non-cancellable except on thirty (30) days written notice to the City of College Park.

LOCAL PREFERENCE POLICY

Local Preference may be given to businesses that have a business location within the geographic boundaries of the City of College Park as long as all requirements of the bid have been met. Should a local vendor submit a bid proposal that is not more than three percent (3%) greater than the bid of the lowest non-local vendor for bids up to \$150,000 or not more than three percent (3%) greater than the bid of the lowest non-local vendor for bids in excess of \$150,000, then the local vendor's bid shall be recommended for approval provided all requirements of the bid proposal/process have been met. This policy shall not apply to any purchases of materials, equipment or services in excess of \$1,000,000. The term business location means that the business has a staffed, fixed, physical place of business located within City of College Park City Limits and has had the same for at least one (1) year prior to the date of the business' submission of its proposal or bid, as applicable and has held a valid business license from the City of College Park.



SUBCONTRACTOR

I will / will not propose to subcontract some of the work on this project? _____
(response)

I propose to subcontract work to the following:

	Subcontractor Print Name	<i>Brief Description of Work to be Performed by Subcontractor</i>	Percent of Work
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Vendor Contact Name (print)

Title

Vendor Contact Signature

Date

Note: The City of College Park requires the (primary) contracted vendor to complete no less than fifty-one (51) percent of the proposed projected



REFERENCE REQUEST

The following references are from current and past government, educational and/or commercial accounts of similar size and scope. Your list should consist of a minimum of five (5) references, and will not include the City of College Park. Nor should your references be current of former City of College Park employees.

REFERENCE # 1:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

REFERENCE # 2:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

REFERENCE # 3:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

REFERENCE # 4:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____

REFERENCE # 5:

Name of Company/Entity: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Person Name: _____

Contact Person Telephone Number: _____

Date When Work Performed: _____

Brief Description of Work Performed _____



By signing below, I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, and certify that I am authorized to sign this bid for the bidder.

Vendor Name:

Vendor Category:

Physical Address:

City, State, Zip:

Telephone:

Fax:

Alternate Phone:

Remit To:

City, State, Zip:



GENERAL PURPOSE

The City of College Park Georgia is accepting sealed proposals from qualified contractors to provide Access Road Construction for the City of College Park Public Works Department. The selected firm will be responsible for clearing and disposing of vegetation and other objectionable matter from the sewer easements as needed and constructing a gravel road along portions of the College Park sewer system as identified herein. It is the responsibility of the bidder to show their knowledge, understanding, and capacity to perform the work outlined in this RFP. The Contractor shall have walked the site prior to submitting the bid.

In order to be considered for this project, the company must submit an acceptable qualifications package demonstrating that it has sufficient experience and equipment necessary to successfully complete the assigned work in an organized and timely manner. Incomplete submissions will not be considered.

The price shall include all costs related to the work performed (i.e. vehicle, fuel, equipment, labor, materials, etc.). The City shall not be held liable for any costs, liabilities, expenses, loss or damage incurred, sustained or suffered by any interested party prior to, during, or subsequent to or by reason of the acceptance or non-acceptance by the City of any response, or by reason of delay in the acceptance of the response.

SCOPE OF WORK

The primary objective of this project will be clearing of sewer easements as needed and construction of gravel access roads as identified herein. The length to be constructed is approximately 5000 lf of 16 to 19-foot wide construction area consisting of four areas.

The Contractor shall be responsible for:

1. Furnishing all labor, materials and equipment necessary for the construction of the access roads.
2. Compliance with Federal, State and Local regulations in regard to erosion control procedures.
3. Staking alignment of the proposed roads along the existing sanitary sewer easements. No additional temporary or permanent easement area is provided.
4. Access to private property will be acquired by the City of College Park. Approval by the Owner will be required. Crossing of private property without prior approval by the owner is prohibited
5. Re-establishing any existing drainage ditches or easements that may be impacted during the construction operations.
6. Repairing any damage to manholes or other existing structures that occurs during the construction.

7. Repair of any damage to private property caused by Contractor's operations.
8. Removal of debris. Contractor shall be responsible for disposal of all debris in compliance with Federal, State and Local regulations, whichever may be the more stringent.
9. Clearing/construction operations may be restricted for several days after rain events based upon soil conditions.
10. Completing the construction within the time limits specified in the work order.
11. Providing daily updates to the Owner's representative of the planned work activities and locations for that day.

PROPOSAL REQUIREMENTS

The Proposal shall consist of:

1. Section 1 - Firm Qualifications & Experience
2. Section 2 - Project Understanding
3. Section 3 - Technical Proposal
4. Section 4 - Project Schedule
5. Section 5 - Fee Proposal (based on unit costs)

The Proposal must be signed and acknowledged by the Proposer.

PROPOSAL EVALUATION

The Request for Proposal is intended to provide a framework for the City of College Park to evaluate each proposal and determine the submission which best meets the City's needs. Bidders are encouraged to provide additional information or approaches not specifically outlined in this RFP which may better meet the City's objectives.

Proposals will be evaluated on the basis of information provided by the Bidder at the time of submission and supplemental information from references provided by the Bidder on similar projects

Selection (Evaluation) Criteria

1. A clear understanding of the scope of work.
2. Experience.
3. Quality.
4. Bidder effort level.
5. Project work plan and schedule for completion.
6. Bid amount.

ATTACHMENTS

ATTACHMENT A – 2025-0052 EXHIBITS

ATTACHMENT B – CP Project No. 2025-0052 Details

EXHIBIT A
CITY OF COLLEGE PARK, GEORGIA
RISK MANAGEMENT REQUIREMENTS
CONTRACTS FOR MORE THAN \$100,000

- A. For public works contracts, surety performance and payment bonds each in the amount of at least the total amount payable by the terms of the contract.
- B. Insurance Required (only if Contractor or any agent or employee of Contractor will be: driving a vehicle during the performance of the contract; acting on behalf of the City; or performing any part of the contract on the premises of the City)
1. **Workers Compensation** – Workers Compensation coverage on a statutory basis for the State of Georgia with an Employer’s Liability limit of \$1,000,000. The increased Employer’s Liability limit may be provided by an Umbrella or Excess Liability policy.
2. **Automobile Liability** – Automobile liability coverage for owned, hired, and non-owned vehicles in the amount of \$1,000,000 combined single limit.
3. **Commercial General Liability** – Coverage to be provided on “occurrence” not “claims made” basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground (“XCU”) perils, the “City of College Park, Georgia” is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

LIMITS OF LIABILITY

\$1,000,000 Per Occurrence

\$1,000,000 Personal and Advertising

\$50,000 Fire Damage*

\$5,000 Medical Payments*

\$1,000,000 General Aggregate

\$1,000,000 Products/Completed Operations per Occurrence and
Aggregate

***These are automatic minimums**

4. **Umbrella and/or Excess Liability** – The umbrella or Excess Liability Policy may be used to combine with underlying policies to obtain the limits required. The Management of the City may elect to require higher limits.
5. **Owners Protective Liability** – The City Management may in its discretion require Owners Protective Liability in some situations.

CONTRACTS FOR UP TO \$100,000

- A. For public works contracts, surety performance and payment bonds in the City's discretion where the contract amount is greater than \$20,000.00.
- B. Insurance Required (only if Contractor or any agent or employee of Contractor will be: driving a vehicle during the performance of the contract; acting on behalf of the City; or performing any part of the contract on the premises of the City)

1. **Workers Compensation** – Workers Compensation coverage on a statutory basis for the State of Georgia with an Employers Liability limits of \$100,000 each Accident, Disease \$100,000 each employee, \$500,000 Disease policy limit.

2. **Automobile Liability** – Automobile liability coverage for owned, hired, and non- owned vehicles in the amount of \$500,000 combined single limit.

3. **Commercial General Liability** – Coverage to be provided on “occurrence” not “claims made” basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground (“xcu”) perils, the “City of College Park, Georgia” is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

LIMITS OF LIABILITY

\$1,000,000 Per Occurrence

\$1,000,000 Personal and Advertising

\$50,000 Fire Damage*

\$5,000 Medical Payments*

\$1,000,000 General Aggregate

\$1,000,000 Products/Completed Operations per Occurrence and Aggregate

***These are automatic minimums**

4. **Owners Protective Liability** – The City Management may in its discretion require Owners Protective Liability in some situations.

Before the start of any work, the Contractor shall furnish to the City:

- A. Certificates of Insurance manifesting that the applicable above mentioned requirements have been met, all certificates to contain:
 - 1. The name of the Insurance Company
 - 2. Policy Number
 - 3. Policy inception and expiration dates
 - 4. Name and address of insured

5. Name and address of agent
 6. Limits of liability
 7. Type of insurance coverage
 8. Any amendment that expands or reduces standard Insurance Service Office (ISO) policy coverage.
 9. Statement that the policy applies to the project number or job concerned.
 10. Attach copy of Endorsement that shows that each of the policies have been amended to provide thirty (30) days' notice to certificate holders prior to termination or non-renewal and that the General Liability Policy has been endorsed to show certificate holder as additional insured.
- B. An endorsement incorporating the Hold Harmless Agreement assumed by the Contractor under the terms of this Contract;

The Contractor shall be wholly responsible for securing Certificates of Insurance coverage as set forth above from all Subcontractors who are engaged in this work.

Form of Proposal

To: The City of College Park
College Park, GA 30337

I/We the undersigned hereby offer and agree to supply and deliver the service(s) as outlined in the Request for Proposal documents. The signatures(s) below dignify the I/We have read and agree with the procedures outlined in the Request for Proposal documents.

Proposal Submitted By:

Company Name	
Address	
City, State, Zip	
Phone	
Cell	
Email	
Website	
Print/Type Name	
Signature	
Title	
Date	

QUOTE SHEET

	BIDDING COMPANY				
	COMPANY REP:				
	PROJECT NAME:	Sanitary Sewer Access Road Construction			
Item No.	Description	Units	Approx. Quantity	Unit Price	Amount
1	Mobilization	LS	1		
2	Clearing	AC	2.3		
3	Access Road Construction	LF	5025		
4	36" RCP	LF	60		
5	24" RCP	LF	60		
6	18" RCP	LF	20		
7	Owner Allowance for unseen conditions	LS	1	\$10,000.00	\$10,000.00
				TOTAL:	

Note: Unit price for Access Road construction shall include all costs for road construction including excavation and disposal of materials at approved off-site location. No additional costs will be considered or approved.

AFFIX THIS LABEL TO FRONT OF SEALED BID ENVELOPE

From: _____

Bid Title: _____

Bid No.: _____

Bid Date: _____

DELIVER ONLY TO:

CITY OF COLLEGE PARK
attn: PURCHASING DEPARTMENT
3667 MAIN STREET
COLLEGE PARK, GA 30337

**TO REMAIN SEALED UNTIL
BID OPEN BY PURCHASING
DEPARTMENT**