

## REQUEST FOR PROPOSALS CITY OF CHAMBLEE

### KESWICK PARK RAIN GARDEN CONSTRUCTION

#### **Proposal Schedule:**

Release Date: January 13, 2020

Pre-Bid Date: January 22, 2020 at 10:00 am at Keswick Park (3496 Keswick Drive) near the ball fields

Proposals Due: Monday, February 10, 2020

Notice to Proceed: Wednesday, February 19, 2020 (estimated date)

Construction Completed Date: March 30, 2020

#### **Contact for Proposal:**

Cherron Bouie, City of Chamblee, Department of Finance, RFPinfo@chambleega.gov

#### **Introduction and Purpose:**

This request is to select a contractor to construct the Keswick Park Rain Garden as shown on the site drawings (<https://www.chambleega.com/519/Procurement>). The rain garden is located within the City of Chamblee's Keswick Park adjacent to the parking lot and a sports field, and upstream of Bubbling Creek. The project is already permitted for construction.

The key elements of this project include:

- Construction of the approximately 790 square foot rain garden in accordance with the design before March 30, 2020.
- Install the designated planting mix in accordance with the design before March 30, 2020. The planting mix shall have a 6-month survivability of 90%.
- Relocation of approximately 240 square feet of existing sidewalk with a 6-foot wide concrete multi-purpose trail before March 30, 2020.

Construction of this Rain Garden is financed in part through a grant from the U.S. Environmental Protection Agency under the provisions of Section 319(h) of the Federal Water Pollution Control Act, as amended. This project is in partnership with the Environmental Protection Division of the Department of Natural Resources, State of Georgia.

**Bid Conditions:**

- A. Bids shall be emailed in a .pdf format to [RFPinfo@chambleega.gov](mailto:RFPinfo@chambleega.gov), ATTN: Cherron Bouie, City of Chamblee, Department of Finance. The subject line of the email shall include the RFP number, the bid title, and opening date. Facsimiles will not be accepted. The results of the bid will be posted on the City's website (<https://www.chambleega.com/519/Procurement>) after the bid is awarded.
- B. Bids must be good for 90 calendar days.
- C. The City reserves the right to reject any and all bids and retains the right to waive any and all bid formalities.
- D. The vendor is responsible for all costs incurred by the vendor or his/her subcontracts in responding to this request for proposals.
- E. There will be a **mandatory** pre-bid meeting held on **January 22, 2020 at 10:00am** at the project site, Keswick Park, 3496 Keswick Drive near the ball fields at the project site. Questions regarding the project and procedural aspects of the bid will be answered at this time. All contractors must attend this meeting for their bids to be considered.
- F. This project must be completed by March 30, 2020.

**Contractor Conditions:**

1. The contract may be terminated by the City in its sole discretion in the event the contractor fails to provide appropriate materials, or for any other material breach of these bid terms and specifications.
2. If bid is awarded, the successful contractor shall provide proof of Liability Insurance with a minimum bodily injury limit of \$1,000,000 for each person and \$1,000,000 for each accident. The insurance must be written by an insurance company with an "A" financial rating by the latest Best's Insurance Report. The insurance certificate must list the City of Chamblee as an additional insured.
3. If the bid is awarded, the successful contractor shall provide proof of worker's compensation insurance.
4. The Contractor and any subcontractors must comply with all applicable federal, state, or local laws, rules, and regulations.
5. The contractors must comply with the Illegal Immigration Reform and Enforcement Act. The Contractor must include executed copies of the E-Verify affidavit for the Contractor and any Subcontractors to be used on the project.
6. The Contractor warrants to the Division that the Services will be performed in a workmanlike manner, consistent with that level of care and skill ordinarily exercised by other providers for similar services and with sound principles commonly used by similar professionals under similar circumstances at the time the Services are provided and further warrants that the work will be

**Selection Process:**

Contractors will be evaluated based on the criteria below, with the percentage of points assigned to each category shown following the description.

- **Compliance to Specifications** (complied with submission deadline, proposal format, attended pre-bid meeting) – 25% of total points
- **Experience** (success and experience with similar projects, references, ability to provide timely construction)- 50% of total points
- **Proposal Price and Value** (value of the proposal, cost) – 25% of total points

**Proposal Submission Package:**

The Contractor will submit the following

- Proposal Form completed and signed to certify
- Addenda forms, if any
- Georgia Security and Immigration Compliance Act of 2006 Form, signed
- Contractor Affidavit and Agreement Form
- Subcontractor Affidavit Form

## **Proposal Form**

The contractor in compliance with the Request for Proposal for the Rain Garden Design and Installation project have examined the RFP documents and being familiar with the site of the proposed project including the availability of materials and labor, hereby proposes to furnish and install all labor, materials, tools, equipment, machinery, and all services to provide work described herein in accordance with the RFP documents for the amounts stated below. The contractor has reviewed the bid to ensure that it is verified for completeness and accuracy.

### **Contractor Certifications:**

1. Contractor has examined the site of the work and is familiar with any and all conditions affecting the cost of the work and with all requirements of the bid documents including the specifications and addenda, if any, and agrees to furnish all labor, materials, and equipment required to successfully complete the scope of work.
2. Contractor agrees to complete the work within the time specified in the contract (by March 30, 2020).
3. Contractor and all subcontractors agree jointly and severally that they will defend, indemnify and hold harmless the City from any and all claims, demands, liens, or suits of any kind or nature whatsoever.
4. Contractor acknowledges that the terms, conditions and certifications contained in this section are applicable to all subcontractors and Contractor agrees to insure compliance therewith by all subcontractors involved with the project.

The City will strictly enforce compliance with the terms of all bids accepted.

Total Bid for the Keswick Park rain garden construction project \$ \_\_\_\_\_

Company: \_\_\_\_\_

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

City/State: \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_

*Please Print*

*Title*

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Company History and References:**

- a. Company Name: \_\_\_\_\_
- b. How many years has your company been in business under your current name?  
\_\_\_\_\_
- c. Has your company done any previous work for the City of Chamblee within the last five years?  
\_\_\_\_\_ If so, when? \_\_\_\_\_
- d. List three references for whom you have provided similar services:

Contact Person	Company/Organization	Phone/ Email
1.		
2.		
3.		

- e. Subcontractors: Please list any subcontractors to be used on the job with a summary of their role.

Subcontractor Name	Role
1.	
2.	
3.	

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006**

- A. Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the Contractor understands and agrees that compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-.02 are conditions of this Agreement. The Contractor further agrees that such compliance shall be attested by the Contractor through execution of the contractor affidavit required by Georgia Department of Labor Rule 300-10-1-.07, or a substantially similar contractor affidavit. The Contractor's fully executed affidavit is attached hereto and is incorporated into this Agreement by reference herein.
  
- B. By initialing in the appropriate line below, the Contractor certifies that the following employee-number category as identified in O.C.G.A. § 13-10-91 is applicable to the Contractor:
  - 1. \_\_\_\_\_ 500 or more employees;
  - 2. \_\_\_\_\_ 100 or more employees;
  - 3. \_\_\_\_\_ Fewer than 100 employees.
  
- C. The Contractor understands and agrees that, in the event the Contractor employs or contracts with any subcontractor or subcontractors in connection with this Agreement, the Contractor shall:
  - 1. Secure from each such subcontractor an indication of the employee-number category as identified in O.C.G.A. § 13-10-91 that is applicable to the subcontractor;
  - 2. Secure from each such subcontractor an attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 by causing each such subcontractor to execute the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08, or a substantially similar subcontractor affidavit. The Contractor further understands and agrees that the Contractor shall require the executed subcontractor affidavit to become a part of the agreement between the Contractor and each such subcontractor. The Contractor agrees to maintain records of each subcontractor attestation required hereunder for inspection by the Clayton County Water Authority at any time."

**Contractor:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

### CONTRACTOR 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 the City of Chamblee has registered with, is participating in, uses, and will continue to use for the duration of the contract, the federal work authorization program - 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), commonly known as E-Verify, in accordance with the applicability provisions established in [O.C.G.A. 13-10-91](#).

The undersigned further agrees that, in connection with the physical performance of services pursuant to this contract with the City of Chamblee, the contractor will only employ or contract with subcontractor(s), who can present a similar affidavit verifying the subcontractor's compliance with [O.C.G.A. 13-10-91](#). Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Chamblee within five days of the subcontractor(s) presenting such affidavit(s) to the contractor.

---

EEV / Basic Pilot Program\* User Identification Number  
Enter four to six digit numbers

---

BY: Authorized Officer or Agent  
(Contractor Name)

---

Date

---

Title of Authorized Officer or Agent of Contractor

---

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

---

Notary Public

---

My Commission Expires

## SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

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 \_\_\_\_\_ on behalf of the City of Chamblee has registered with, is participating in, uses, and will continue to use for the duration of the contract the federal work authorization program - 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), commonly known as E-Verify, in accordance with the applicability provisions and deadlines established in [O.C.G.A. 13-10-91](#).

The undersigned further agrees that, in connection with the physical performance of services pursuant to this contract with \_\_\_\_\_ on behalf of the City of Chamblee, the subcontractor will only employ or contract with sub-subcontractor(s), who can present a similar affidavit verifying the sub-subcontractor's compliance with [O.C.G.A. 13-10-91](#). The undersigned further agrees that the Subcontractor will maintain records of such compliance and provide a copy of each such verification to the Contractor within five days of the sub-subcontractor(s) presenting such affidavit(s) to the Sub-contractor.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number  
Enter four to six digit numbers

\_\_\_\_\_  
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