

**CITY OF DAHLONEGA
REQUEST FOR PROPOSAL (RFP)**

N. PARK STREET DEMOLITION PROJECT

ISSUING AGENCY

***CITY OF DAHLONEGA
465 RILEY ROAD
DAHLONEGA, GA 30533
PHONE: 706-482-2706
FAX: 706-864-4837***

ISSUE DATE

SEPTEMBER 28, 2016

PURCHASING AGENT (CITY CONTACT)

MELODY MARLOWE

PRE-PROPOSAL MEETING

OCTOBER 12, 2016, 2:00 PM

PROPOSAL CLOSING DATE

OCTOBER 26, 2016, 2:00 PM

The City of Dahlonega is requesting sealed proposals for the demolition of various structures and buildings to include the removal of all debris that is located at 147 North Park Street, Dahlonega, Georgia 30533. The Contractor shall provide all materials and services necessary in the performance of this work.

A bid bond in the amount not less than 5% of the total bid amount is required for this project.

Proposals will be received by the City of Dahlonega, Purchasing Department, 465 Riley Road, Dahlonega, Georgia 30533 until 2:00 PM local time on Wednesday, October 26, 2016. Late proposals will not be considered nor returned. Proposals will be formally accepted and acknowledged at the City Hall by staff personnel.

The RFP documents and specifications are available at the City Hall located at 465 Riley Road, Dahlonega, Georgia (Phone 706-864-6133) and on the City's website at www.dahlonega-ga.gov.

Proposals may not be withdrawn for ninety (90) days after the time and date set for closing, except as allowed by O.C.G.A. §13-10-22. The City reserves the right to reject any or all proposals, to award a contract in the best interest of the City, and to waive technicalities and informalities.

**CITY OF DAHLONEGA
REQUEST FOR PROPOSAL (RFP)**

N. PARK STREET DEMOLITION PROJECT

1.0 INTRODUCTION

1.1 Purpose of Procurement

The City of Dahlonega is requesting sealed proposals for the demolition of various structures and buildings to include the removal of all debris that is located at 147 North Park Street, Dahlonega, Georgia 30533. The property is identified as Tax Parcel #D07 034.

1.2 Schedule of Events

This Request for Proposal shall be governed by the following schedule:

DATE	ACTIVITY
September 28, 2016	Release of Request for Proposal
October 12, 2016, 2:00 PM	Pre-Bid Meeting and Site Visit at property location (147 N. Park Street, Dahlonega, GA 30533)
October 14, 2016, 2:00 PM	Deadline for written questions to be submitted to Purchasing Agent
October 18, 2016, 2:00 PM	Answers to written questions posted to website: www.dahlonega-ga.gov
October 26, 2016, 2:00 PM	Proposals Due. Proposals will be accepted until time of opening. No proposals will be accepted after the due time.

1.3 Restrictions on Communications

From the issue date of this Request for Proposal until a contractor is selected and the award is announced, Contractors are not allowed to communicate **for any reason** with any City staff or elected officials except: 1) through the Purchasing Agent named herein, 2) at the Pre-Bid Conference and Site Visit, if applicable or 3) as provided by existing work agreement(s). The City reserves the right to reject the submittal of any proposal violating this provision.

1.4 Pre-Bid Meeting

A Pre-Bid Conference and Site Visit will be held on Wednesday, October 12, 2016, at 2:00 pm. The location of the meeting will be on site at 147 N. Park Street, Dahlonega, Georgia 30533.

1.5 Questions & Addenda

All questions concerning this **proposal must be submitted in writing** (email is preferred but fax and mail may be used) to the Purchasing Agent no later than Friday, October 14, 2016, at 2:00 PM.

The Inquiries must be directed to:

Melody Marlowe, Purchasing Agent
City of Dahlonega
465 Riley Road
Dahlonega, GA 30533
mmarlowe@dahlonega-ga.gov
Fax 706-864-4837

No response to inquiries other than written will be binding upon the City. The City of Dahlonega reserves the right to issue written addenda to any inquiries that alter the scope of the Request for Proposal. Addenda shall be posted to the city website, www.dahlonega-ga.gov, no later than Tuesday, October 18, 2016, at 2:00 PM. Bidders are advised to check the website for addenda before submitting their proposals.

1.6 Contract Term

The contract between the City and the Contractor shall become effective upon signing and shall be completed no later than 180 calendar days from the day the Notice to Proceed is issued. The City reserves the right to terminate contract at any time if successful bidder fails to meet requirements stated in this proposal.

The contract shall terminate absolutely and without further obligation at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the City under this contract.

1.7 Bonds

A five percent (5%) Bid Bond is required of all bidders. Performance and Payment Bonds will be required from the awarded vendor only. Information regarding bonds to be furnished is stated in the General Terms section of this document, Item 3.8 "Bid/Proposal Bonds, Payment Bonds and Performance Bonds".

1.8 Submission of Proposals

One (1) fully executed original proposal and two (2) copies of your proposal are required. All copies of the proposal must be identical. The required documents shall be submitted in a sealed envelope with "**N. Park Street Demolition Project**" marked on the shipping envelope. The bidder's business name must be clearly visible on the shipping container.

Required Documents:

- Bidder's Certification (Attachment A)

- SAVE Affidavit (Attachment B)
- E-Verify Affidavit (Attachment C)
- Pricing Proposal as described in Section 5 of this RFP that addresses all elements of the Scope of Work referenced in Section 2 (Attachment D)
- Technical Proposal as described in Section 4 of this RFP
- Evidence of Insurance / Certificate of Insurance
- Bid Bond

Proposals must be delivered, mailed or shipped to:

**Melody Marlowe, Purchasing Agent
City of Dahlonega
465 Riley Road
Dahlonega GA 30533**

Proposal responses submitted by fax or electronic mail (email) will NOT be accepted.

Bidders are advised to allow adequate time for shipping. **Many express mail and delivery services do not guarantee overnight delivery by 2:00 PM to the City.** Any proposal received after 2:00pm on Wednesday, October 26, 2016, will not be opened. Late proposals will be rejected in their entirety.

1.9 Withdrawal of Proposal Due to Errors

Bidders shall have up to forty-eight (48) hours to notify the City of Dahlonega Purchasing Agent, in writing, of an obvious clerical error made in the calculation of bid price in order to withdraw a proposal after proposal opening. Proposals may be withdrawn from consideration if the price was substantially lower than the other proposals due solely to a mistake. The bidder shall provide evidence that the proposal was submitted in good faith, and that the mistake was a clerical mistake as opposed to a judgment mistake. The bidder's original work papers shall be the sole acceptable evidence of error or mistake.

No bidder who is permitted to withdraw a proposal shall for compensation, supply any material or labor, perform any subcontract or other work agreement for the person, or firm to whom the contract is awarded.

Proposal withdrawal is not automatically granted and will be allowed solely at the City's discretion.

1.10 Award

Any purchase order / contract awarded pursuant to this Request for Proposal shall be awarded to the responsive and responsible bidder whose proposal best meets the requirements and specifications set forth in this Request for Proposal. A "responsive bidder" is a bidder who has submitted a response, which conforms in all material respects. A "responsible bidder" is a bidder who has the capacity in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance.

2.0 Scope of Work & Specifications

The scope of work for this project is to demolish dilapidated structures located at 147 N. Park Street, Dahlonega, Georgia, 30533. Scope of services include (a) asbestos abatement, (b) demolition and removal of structures, foundation, fencing and yard debris, (c) disconnection of utilities, (d) soil erosion control, and (e) reconfiguration and expansion of existing parking lot.

The following tasks must be completed at the location. Attachment E provides an aerial view of the property and includes notes and comments to clarify the scope of work and specifications.

- Asbestos abatement. The Contractor shall be responsible for identification of and proper disposal of regulated materials, if any.
- Complete demolition and debris removal of main building, including floor slabs, footings, in ground tanks, grease traps, attached canopies, awnings, sheds, and all other items considered part of the building.
- Removal of stumps in front-side yard area of the building, on the N. Chestatee Street side and refilling and compacting of resulting holes.
- Removal of 6" diameter metal pole in the front yard of the building.
- Remove and dispose of chain link fencing along N. Park Street from driveway, northwest along the street to the gate on the lower lot, to include the removal of the gate. There are 16 sections of fencing and one wide gate with two door-sections to be removed.
- Remove and dispose of chain link fencing along N. Chestatee Street, leaving one section of fencing at the corner of the building and removing remaining fencing down to the dirt pile on the lower lot. There are 29 sections of fencing and one pedestrian gate to be removed.
- Back fill and slope the basement area of the building for proper drainage.
- Sediment/erosion control. Implement BMP's as shown on Attachment E and in accordance with Manual for Erosion and Sediment Control in Georgia. Minimize the amount of land disturbance.
- All holes, excavated footings, floor slabs and basements, and other disturbed areas shall be graded, excavated and/or backfilled with clean suitable soil in a manner that will make a smooth transition to the surrounding undisturbed contour of the site and cause all stormwater to flow in a northwesterly direction. Grade the cleared site to its natural slope, keeping the grade to a maximum of 5% where possible. Eliminate trip hazards.
- Minimize the amount of tree and/or vegetation removal. All removed trees and/or vegetation must be hauled away and disposed of off the property.
- Expand parking area as shown on Attachment E. Parking areas not currently on asphalt shall be excavated to a depth of 5" below neighboring asphalt and compacted to 95%. These areas are to be surfaced with a 3" layer of compacted #4 stone. An additional 2" layer of compacted Graded Aggregate Base will then be used as the surface course.
- Remove existing parking stripes and designate new parking spaces as shown on Attachment E. There is a total of 98 spaces. Four spaces shall be designated ADA Accessible with MUTCD compliant paint and signs. Parking stripes and wheel stops should designate the spaces on the existing asphalt; however, wheel stops are not

required for level spaces. Spaces created on the non-asphalt areas should be designated with wheel stops only. A total of 84 wheel stops are shown on Attachment E.

- Contractor shall provide and install all wheel stops, which shall be 6' long, yellow in color, and staked in accordance with manufacturer's recommendations or 12" if no depth is recommended. The Contractor may use wheel stops constructed of recycled plastics or equivalent materials or may use pressure-treated landscape timbers. Placement of parking spaces and wheel stops are identified on Attachment E.
- Seed and hay all disturbed soil not otherwise covered with stone with the expansion and redesign of the parking area. A grass seed mix of rye and fescue should be applied in accordance with Georgia Department of Transportation Specifications, Section 700.
- Remove all trash and debris located on the property.
- The Contractor shall be responsible for any dirt, trash, or debris tracked onto City streets. It shall be removed immediately.

The City of Dahlonega personnel will be supervising construction of this project.

3.0 TERMS AND CONDITIONS

3.1 Bid Amendments

The City reserves the right to amend this Request for Proposal prior to the proposal due date. All addenda and additional information will be posted to the City's website at www.dahlonega-ga.gov prior to 2:00 PM on October 18, 2016. It is the Bidder's responsibility to check the website for addenda before submitting a Proposal.

3.2 Proposal Withdrawal

A submitted proposal may be withdrawn prior to the due date by a signed written request to the Purchasing Agent.

3.3 Cost for Preparing Proposals

The cost for developing the proposal is the sole responsibility of the Bidder. The City will not provide reimbursement for such costs.

3.4 Conflict of Interest

If a Bidder has any existing client relationship that involves The City of Dahlonega, the Proposal must disclose each relationship.

3.5 Contractor Selection

The City reserves the exclusive right to determine which Bidder should be awarded the Contract. The City also reserves the right to reject any or all proposals at its discretion with or without cause.

3.6 Negotiations with Apparent Winner

Prior to award, the apparent winning Bidder will be required to enter into discussions with the City to resolve any contractual differences. These discussions are to be finalized within one (1) week of notification unless extending the time period is advantageous to the City. Failure to resolve differences **will** lead to rejection of the Contractor's proposal.

The City reserves the right to negotiate modifications and costs with the successful Bidder provided that no such modifications affect the evaluation criteria set forth herein.

The Contractor shall commence work only after the transmittal of a fully executed contract and Notice to Proceed from the City.

3.8 Taxes

The City of Dahlonega is exempt from taxes; however, the Contractor shall pay all taxes required by law. The City cannot exempt others from tax.

3.8 Bid/Proposal Bonds, Payment Bonds, Performance Bonds (if required)

A five percent (5%) Bid Bond is required of all contractors submitting a proposal. Failure to submit appropriate bonding will result in an automatic rejection of proposal.

The selected Contractor shall furnish separate Performance and Payment Bonds, each in a sum equal to the amount of the Contract Price, the Performance Bond conditioned upon the performance by the Contractor of all undertakings, covenants, terms, conditions, and agreements of the Contract Documents, and the Payment Bond conditioned upon the prompt payment by the Contractor to all persons supplying labor and products in the execution of the work provided by the Contract Documents. Such Bonds shall be executed by the Contractor and a corporate bonding company licensed to transact such business in the State of Georgia and listed in the Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies (Treasury Department Circular Number 570). The expense of these Bonds shall be borne by the Contractor.

3.9 Compliance with Laws

The Contractor will comply with all State and Federal laws, rules, and regulations.

3.10 Cancellation for Cause

If either party shall refuse, fail, or be unable to perform or observe any of the terms or conditions of the contract for any reason, then the party claiming such failure shall give the other party a written notice of such breach. If, within thirty (30) days from such notice, the failure has not been corrected, the injured party may cancel the contract effective thirty (30) days after notice of cancellation,

The City of Dahlonega reserves the right to terminate the contract immediately in the event that the Contractor discontinues or abandons operations; is adjudged bankrupt, or is

reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.

Failure of the successful contractor to comply with any section or part of the contract will be considered grounds for immediate termination of the contract by the City without penalty to the City. The City of Dahlonega shall pay for services rendered up to the point of termination.

Notwithstanding anything to the contrary contained in the contract between the City and the successful contractor, the City may, without prejudice to any other rights it may have, terminate the contract for convenience and without cause, by giving thirty (30) days written notice to the successful contractor.

If the termination clause is used by the City, the successful contractor will be paid by the City for all scheduled work completed satisfactorily by the successful contractor up to the termination date set forth in the written termination notice.

3.11 Condition of Materials

It is understood and agreed that materials delivered shall be new, of latest design, and in first quality condition.

3.12 Rejection of Submissions/Cancellation of Proposals

The City of Dahlonega reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. It is also within the rights of the City to reject proposals that do not contain all elements and information requested in this document. The City of Dahlonega reserves the right to cancel this Request for Proposal at any time. The City will not be liable for any cost/losses incurred by the Contractors throughout this process.

3.13 Non-discrimination

The City of Dahlonega does not discriminate on the basis of race, religion, color, sex, national origin, age, or disability.

3.14 Payment

Contractor shall itemize all invoices in full. The original of the invoice shall be mailed to:

**City of Dahlonega
Attn: Accounts Payable
465 Riley Road
Dahlonega, GA 30533**

A 10% retainage will be held on each invoice until 50% of the work is complete, at which time the retainage will be reduced to 5% on the remainder of the project. All work must be approved by the city project manager and payment approved by the city manager.

Each invoice must include the following information:

1. Date of Invoice
2. Service Performed
3. Billing Period
4. Terms
5. Itemized listing of billable items
6. Appropriate Unit of Measure

Contractor must furnish documentation identifying that this work has been completed in accordance with specifications, quantities, and price as set forth on the purchase order. Invoices missing any of the information listed above will not be accepted for payment but will be returned to the Contractor for correction.

3.15 Insurance

The Contractor shall be responsible for his work and every part thereof, and for all materials, tools, equipment, appliances, and properties of any and all description used in connection with this project.

The Contractor assumes all risks of direct and indirect damage or injury to the property of persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract, or in connection in any way whatsoever with the contracted work.

The Contractor shall, during the continuance of all work under the Contract, provide the following:

1. Maintain statutory Worker's Compensation and Employer's Liability insurance in an amount of not less than \$1,000,000 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any of its employees, volunteers, or sub-contractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the State of Georgia, or which may be herein after enacted.
2. The Contractor agrees to maintain Comprehensive General Liability insurance in an amount of not less than \$1,000,000 per occurrence to protect the Contractor, its sub-contractors, and the interest of the City, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the Contract or in connection with the contracted work. The General Liability insurance shall also include the Broad Form Property Damage Liability endorsement, in addition to coverage for explosion, collapse, and underground hazards, where required.
3. The Contractor agrees to maintain Automobile Liability Insurance in an amount of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles.

4. The Contractor further agrees to protect, defend, indemnify, and hold harmless The City of Dahlonega, its council, officers, agents, and employees from and against any and all liability incurred whatsoever as a result of the work performed pursuant to the terms of this Request for Proposal.
5. The Contractor shall notify the City, in writing, sixty (60) days prior to any change in insurance coverage, including cancellation, non-renewal, etc. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate shall result in suspension of all payments until the new certificate is furnished. Additionally, contract work may be suspended until the new certificate is furnished to the City.
6. Insurance coverage required in these specifications shall be in force throughout the Contract term. Should the Contractor fail to provide acceptable evidence of current insurance within five (5) days of written notice at any time during the Contract term, the Owner shall have the absolute right to terminate the Contract without any further obligation to the Contractor. Further, the Contractor shall be responsible for the cost of procuring the uncompleted portion of the Contract at the time of termination.
7. Contractual and other Liability insurance provided under this Contract shall not contain a supervision, inspection, or engineering services exclusion that would preclude the City from supervising and/or inspecting the project as to the end result. The Contractor shall assume all on-the-job responsibilities as to the control of persons under its direct employment and of the subcontractors and any persons employed by the subcontractor.
8. The Contractor and all subcontractors shall comply with the Occupational Safety and Health Act of 1970, and amendments, as it may apply to this Contract.
9. If the Contractor does not meet the insurance requirements of the specifications, alternate insurance coverage satisfactory to the City may be considered. The Contractor shall be responsible for the costs of any and all alternate insurance coverage so obtained.

A "Certificate of Insurance" showing The City of Dahlonega as the Certificate Holder must be provided prior and incorporated as part of the award contract. These certificates shall contain the statement that "Coverages afforded under the policies will not be canceled unless AT LEAST THIRTY (30) DAYS prior to cancellation written notice has been given to the Owner and City of Dahlonega as evidenced by receipts of registered or certified mail." The Owner and City shall be a named insured.

3.16 Project Coordination

The Contractor shall employ and assign only qualified and competent personnel to perform any service or task involved in this project. The Contractor shall designate one such person as a Project Manager, and the Project manager shall be deemed to be the Contractor's authorized representative, who shall be authorized to receive and accept any and all communications from the City. The City shall name a Project Manager who shall be authorized to generate, receive and accept communication as an authorized representative of the City.

The Contractor hereby agrees to replace any personnel or subcontractor, at no cost or penalty to the City, if the City reasonably determines that the performance of any subcontractor or personnel is unsatisfactory.

3.17 Accuracy of Work

The Contractor shall be responsible for the accuracy of the work performed and shall promptly correct its errors and omissions without additional compensation. Acceptance of the work by the City will not relieve the Contractor of the responsibility for subsequent correction of errors, the clarification of any ambiguities, or the costs associated with any additional work caused by negligent acts, errors, or omissions by the Contractor or latent defects in the products sold by the Contractor.

At any time during the execution of this project or during any phase of work performed by others based on data secured by the Contractor under this Agreement, the Contractor shall confer with the City for the purpose of interpreting the information supplied by the Contractor and to correct any errors or omissions. The above consultations, clarifications, and/or corrections shall be made without added compensation to the Contractor. The Contractor shall give immediate attention to these changes so there will be minimum delay to others. The Contractor shall be responsible for errors and omissions and save harmless the City and its agents as provided in this Agreement.

3.18 Ownership

Reports, plans, data, statistics, specifications, and other supporting records compiled or prepared in the performance of the Services required by this Contract, shall be the absolute property of the City and shall not be used by the Contractor for purposes unrelated to this Contract without the prior written approval of the City. Such original documents shall be turned over to the City upon completion of the contract except that Contractor shall have the right to retain copies of the same.

3.19 News Releases by Contractor

As a matter of policy, the City does not endorse the products or services of a Contractor. News releases concerning any resultant contract from this solicitation shall not be made by a Contractor without the prior written approval of the City. All proposed news releases shall be routed to the City of Dahlonega Purchasing Agent for review and approval.

3.20 Severability/Cancellation

It is understood and agreed by the parties hereto that if any part, term, or provision of this Contract is held illegal or in conflict with any law of the State where made or having jurisdiction over any of the parties hereto, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provisions held to be invalid.

The City and the Contractor agree to resolve through negotiation or mediation prior to filing any cause of action. The venue for any litigation arising from this contract shall be Lumpkin County, Georgia,

The City reserves the right to cancel the contract and discontinue the services with a thirty (30) day written notice as a result of the failure of the Contractor to provide acceptable work and services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources.

3.21 Drug-Free Workplace

By submission of a Proposal, the Contractor certifies that the provisions of O.C.G.A. §50-24-1 through §50-24-6 relating to the "Drug-free Workplace Act", have been complied with in full. The Contractor further certifies that:

1. A drug-free workplace will be provided for the Contractor's employees during performance of the contract; and
2. Each Contractor who hires a subcontractor to work in a drug-free work place shall secure from that subcontractor the following written certification:

As part of the subcontracting agreement with (Contractor's name), (Subcontractor's name) certifies to the Contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of O.C.G.A. §50-24-3".

3. The Contractor further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

3.22 Assignment of Contractual Rights

It is agreed that the Contractor will not assign, transfer, convey, or otherwise dispose of a contract that may result from this proposal or his right, title, or interest in or to the same, or any part thereof, without written consent of the City.

3.23 Indemnity

To the fullest extent permitted by law, the Contractor will indemnify, defend, and hold the City of Dahlonega harmless from and against any and all claims, damages, losses, and expenses, including, but not limited to, fees and charges of attorneys and court and arbitration costs, arising out of or resulting from the negligent acts, negligent omissions, willful misconduct, or reckless misconduct of the Contractor or anyone for whom the Contractor is responsible.

3.24 Non-Collusive Bidding

By submitting a response to this Request for Proposal, the Bidder represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named and that the Bidder has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person or company to refrain from submitting and that the Bidder has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor.

3.25 Georgia Security and Immigration Compliance

To comply with the State of Georgia's Security and Immigration Compliance Act, all contractors must comply with regulations by completing the provided affidavits relative to the Compliance Act. All applicable affidavits have been included with this Request for Proposal and must be signed and provided with the Bid submission.

3.26 Appropriation of Funds

The initial contract and any continuation contract(s) shall terminate immediately and absolutely at any such time as there are no appropriated and otherwise unencumbered funds available to satisfy the City's obligations under said contract(s).

3.27 Documents Deemed Part of Contract

The entire Request for Proposal, addenda (if any) and entire Proposal submitted by the Bidder, shall be deemed part of the contract.

4.0 TECHNICAL PROPOSAL

The purpose of the Technical Proposal is to demonstrate the qualifications of the contractors seeking this work and the level of expertise and reliability to perform the work.

The Technical Proposal should address all the points listed below (excluding any cost information which should only be included in the Pricing Proposal). The Technical Proposal should be prepared simply and economically, providing a straightforward, concise description of the capabilities to satisfy the requirements of the Request for Proposal. While additional information may be presented, the items listed below must be included. They represent the criteria against which the Technical Proposal will be evaluated.

- Number of years your business has been doing demolition work.
- List relevant certifications and licenses of employees who will be assigned to this job.
- Number of similar projects your business has completed in the last three years.
- Provide a minimum of three (3) references for similar projects. Include name, date of contract, description of work, and contact person and phone number.
- Provide detailed information on how your company intends to meet the requirements of the specifications as described in Section 2 of this RFP.
- Provide detailed information of your plans to use subcontractors for any part of the work and demonstrate the qualifications of the subcontractors proposed.
- Specific information should be provided concerning the asbestos abatement, including demonstrated past experience and plans to meet State and federal requirements for work and licensing/certifications.
- Provide a timeline for the completion of the project, including an achievable completion date for the work.

5.0 PRICING PROPOSAL

The purpose of the Pricing Proposal is to present an all-inclusive price for completion of the project and should address all elements of the Scope of Work referenced in Section 2 of this RFP. The Pricing Proposal should be presented on the form included in this RFP (Attachment D).

It is the City's desire that there be minimal disruption to downtown activity with this project and the actual construction time should be as short as possible. There are major events planned that will require precise timing of the construction period. As shown on Attachment D, the RFP allows the Contractor to submit a proposal for two specific time periods. The Contractor may propose on any one or both of the indicated construction timelines.

6.0 AWARD CRITERIA

All proposals received will be evaluated and scored based on the following criteria. If a contract is awarded, it will be awarded to the responsive and responsible contractor whose offer conforms to the RFP and will be most advantageous to the City.

- Pricing Proposal 70%
- Technical Proposal 30%
 - Qualifications and Experience
 - Responsiveness to RFP
 - References
 - Contractor Availability and Duration of Construction Period

Attachment A
RFP - N. PARK STREET DEMOLITION PROJECT

BIDDER'S CERTIFICATION

Date of Proposal: _____

I certify that this Proposal is submitted without prior understanding, agreement or connection with any corporation, firm or person submitting a Proposal for the same goods/services 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 damages awards. I agree to abide by all terms and conditions stated of this document and certify that I am authorized to sign this proposal for the bidder.

I acknowledge that this Project will be constructed in English units.

I certify that I have carefully examined the requirements for this project and the specifications included in and made a part of this Proposal, and have also personally examined the site of the work. I propose to furnish all necessary machinery, tools, apparatus and other means of construction, and do all the work and furnish all the materials in the manner specified.

I also hereby agree that the City of Dahlonega would suffer damages in a sum equal to at least the amount of the enclosed Bid Guaranty, in the event my Proposal should be accepted and a Contract tendered me thereunder and I should refuse to execute same and furnish bond as herein required, in consideration of which I hereby agree that, in the event of such failure on my part to execute said Contract and furnish bond within fifteen (15) days after the date of the letter transmitting the Contract to me, the amount of said Bid Guaranty shall be and is hereby forfeited to the City of Dahlonega as liquidated damages as the result of such failure on my part.

I further propose to execute the Contract agreement described in the Proposal as soon as the work is awarded to me, and to begin and complete the work within the time limit provided. I also propose to furnish a Contract Bond, approved by the City of Dahlonega, as required by the laws of the State of Georgia. This bond shall not only serve to guarantee the completion of the work on my part, but also to guarantee the excellence of both workmanship and materials until the work is finally accepted, as well as to fully comply with all the laws of the State of Georgia and the City of Dahlonega.

Bidder Information
(Type or Print)

Name and Mailing Address
(Where to Send Payment)

Name of Company

Name of Company

Address

Address

City, State, & Zip Code

City, State, & Zip Code

Phone Number

Phone Number

Fax #

Email Address

Tax ID Number

OR

Social Security Number

Name and Title of Person Authorized to Sign

Name

Signature

Title

Sworn to and signed before me, a Notary Public, this _____ day of _____ ,
in the year _____.

Notary Public in and for the County of _____, State of _____.

Notary Public Signature and Seal: _____

My Commissioner Expires: _____

**Proposals or Bids not signed shall be declared as
"Non-Responsive" and may not be considered for award.**

Attachment B
RFP - N. PARK STREET DEMOLITION PROJECT

SAVE AFFIDAVIT

(SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS)

AFFIDAVIT FOR PUBLIC BENEFIT AS REQUIRED BY THE GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

By executing this affidavit under oath, as an applicant for public benefit as referenced in the Georgia Security and Immigration Compliance Act (O.C.G.A. §50-36-1), I am stating the following:

- 1) ____ I am a United States Citizen
- 2) ____ I am a legal permanent resident of the United States
- 3) ____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

*****The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. §50-36-1 (e)(1), with this affidavit. Some examples of secure and verifiable document: driver's license, passport, military identification.**

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city) _____ (state).

Signature of Applicant

Printed Name of Applicant

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

**NOTARY PUBLIC
My Commission Expires: _____**

Attachment C
RFP - N. PARK STREET DEMOLITION PROJECT

E-VERIFY AFFIDAVIT

The City of Dahlonega and the Contractor agree that compliance with the requirements of O.C.G.A. §13-10-91 are conditions of the agreement for the physical performance of services. 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 Dahlonega has registered with and is participating in the federal work authorization program known as “E-Verify” to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91 The undersigned Contractor also verifies use of the federal work authorization program throughout the contract period.

The Undersigned Contractor agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City of Dahlonega, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided by the Georgia Department of Audits and Accounts or a substantially similar form. Contractor further agrees to advise the City of Dahlonega of the hiring of a new subcontractor and will obtain a Subcontractor Affidavit within five (5) days of the hiring before the Subcontractor begins working on the project. Contractor agrees to maintain all records of such compliance for inspection by the City of Dahlonega at any time and to provide a copy of each such verification to the City of Dahlonega at the time the Subcontractor(s) is retained to perform such services.

Contractor Affidavit under O.C.G.A. §13-10-91(b)(1)

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 engaged in the physical performance of services on behalf of City of Dahlonega has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____	_____
Federal Work Authorization User ID Number	Name of Project
_____	_____
Date of Authorization	Name of Public Employer

Name of Contractor	

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

Executed on _____ in _____, _____.

(date) (city) (state)

_____	SUBSCRIBED AND SWORN BEFORE ME
Signature of Authorized Officer or Agent	ON THIS THE ____ DAY OF _____,201__.

_____	NOTARY PUBLIC
Name and Title of Authorized Officer or Agent	My Commission Expires: _____

Attachment D
RFP - N. PARK STREET DEMOLITION PROJECT
PRICING PROPOSAL

The RFP allows the Contractor to submit a proposal for one or both of the following construction timelines.

OPTION 1: November – December 2016 Construction Period
(Begin no earlier than Tuesday, November 8, 2016 and complete by Friday, December 30, 2016)

Total Price: _____

Anticipated date to begin construction: _____

Maximum number of days to complete project: _____

OPTION 2: January – February 2017 Construction Period
(Begin no earlier than Monday, January 2, 2017 and complete by Tuesday, February 28, 2017)

Total Price: _____

Anticipated date to begin construction: _____

Maximum number of days to complete project: _____

Attachment E
RFP - N. PARK STREET DEMOLITION PROJECT

AERIAL VIEW OF SITE

NOTE: PRINT ON 11X17 PAPER FOR CLARITY AND CORRECT SCALE!!! (Separate document provided.)

