

**City of McCaysville**  
**Request for Proposals**  
**City Park Improvements**  
**McCaysville City Park located on Market Street**  
**Bid Deadline Friday, March 26, 2021 at 2:00pm**

**Purpose:** The City of McCaysville plans to make improvements to McCaysville City Park located on Market Street on the Toccoa River. These improvements include constructing four (4) new pavilions and repairing the existing maintenance and storage building. The City of McCaysville will manage the construction project. All improvements will be constructed on public property and no easements are expected to be obtained. The purpose of this RFP is to seek proposals from general contractors for the construction of these facilities.

**Scope:** The general contractor will furnish a proposal price for all materials, labor, and equipment to provide ground up construction of the facilities. The work will be completed during normal business hours, but weekend work is allowed. The facility is located near a residential area; therefore, hours of construction will be regulated. The contractor must familiarize himself with all details of the work required and existing conditions. The contractor must be a going entity for at least 2 years and be able to produce a valid certificate of liability insurance. All work must be permitted and inspected, which is the responsibility of the contractor. The jobsite to be clean and secured at the end of each day.

The City of McCaysville will hereinafter be referred to as the "City." Respondents to the RFP shall be referred to as "Bidders." The Bidder to whom the contract is awarded shall be referred to as the "Contractor."

**General Requirements:** Construction designs for the pavilions were prepared by B.D.C. Bodiford Design Consultant, LLC. Additional construction information, including materials, can be found in Addendum A: Project Description. Please contact Nancy Godfrey, McCaysville City Clerk, at [ngodfrey@etcmail.com](mailto:ngodfrey@etcmail.com) for digital plans and addendums. All work must comply with Fannin County land use and building ordinances. All work must be permitted and inspected, which is the responsibility of the contractor. The Contractor is responsible for all permitting and inspection fees.

**Qualifications:** All bidders must be licensed, qualified, and understand how to identify the most effective and efficient construction methods to complete the project.

**Communication:** It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. All inquiries must be submitted by email. Responses to inquiries, **if they change the RFP in a substantial manner**, will be posted as addenda to this RFP and forwarded by email to all parties that request said addenda. Therefore, it is the responsibility of the bidder to ensure an email address has been provided. The City will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFP must be made to:

Nancy Godfrey, City Clerk  
City of McCaysville  
[ngodfrey@etcmail.com](mailto:ngodfrey@etcmail.com)  
706-492-4921

**The deadline for all inquiries is Friday, March 19, 2021 at noon.**

**Evaluation:** Award will be made to the bidder considered most qualified, who will act in the best interest of the City, and whose proposal meets the demands of the City's services. Bid packages must include at least three (3) references. These references should be of a similar project and should represent agencies utilizing the bidder's services. Bidder to provide company names with contact person and telephone number.

**Evaluation Criteria:** Proposals will be evaluated on many criteria deemed to be in the City's best interests to include but are not limited to:

- Pricing
- Ability to meet specifications
- Schedule to complete project
- References
- Quality of good and services
- Workmanship and material warranty
- Experience in providing the services specified in this RFP.

**Pre-proposal Conference:** A pre-proposal conference will be held at **3:00 p.m. on Friday, March 19, 2021** at the McCaysville City Hall, 223 Blue Ridge Drive, McCaysville, Georgia. Due to the ongoing Covid-19 Pandemic, the pre-proposal conference will not be mandatory. However, Bidders are encouraged to seek clarifications or request additional information as specified in the Communication section of this RFP.

**Proposals:** Proposals must include the following information:

1. Proposal Form
2. Project Proposal and Deviations from Specifications (if any)
3. Description of Company
4. Credentials of Relevant Staff
5. List of Proposed Subcontractors (if any)
6. Basis of Pricing
7. E Verify Affidavit or Statement
8. Certificate of Insurance
9. Professional Certifications
10. References as Previously Described

**Award:** The City reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid but instead will accept the bid that is lowest, most responsible, and best suites the City and the City's services. The City reserves the right to waive minor irregularities. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for local.

**Insurance Requirements:** The selected Contractor must carry Statutory Workers Compensations Insurance, Comprehensive General Liability Insurance, Auto Liability Insurance, and Umbrella Liability Insurance in the minimum amounts listed below.

A. Statutory Workers Compensations Insurance - Employers Liability

Bodily Injury Accident - \$100,000 Each Accident

Bodily Injury by Disease - \$500,000 Policy Limit

Bodily Injury by Disease - \$100,000 Each Employee

B. Comprehensive General Liability Insurance - \$500,000 Limit of Liability per Occurrence for bodily injury and property damage.

C. Auto Liability Insurance - \$500,000 Limit of liability per occurrence for bodily injury and property damage. Comprehensive form covering all owned, non-owned and hired vehicles.

D. Umbrella Liability Insurance - \$1,000,000 limit of liability

**Submission:** A **SIGNED** original and two (2) copies of the bid must be received at the City Clerk's Office at P.O. Box 6 (223 Blue Ridge Drive), McCaysville, GA 30555. **Deadline for submittals is March 26, 2021 at 2:00pm.** The bid must be date/time stamped by McCaysville City Hall in order to be considered. The City assumes no responsibility for delays caused by any package or mail delivery service or unforeseen condition. A postmark on or before the due date will not be a substitute for receipt of bid. The City will not return bids received after the due date and time. Additional time will not be granted to any single bidder; however, additional time may be granted to all bidders when the City determines that circumstances require it. **Faxed or e-mail bids will not be accepted.**

**Envelope:** The signed bid should be submitted in an envelope or package, sealed, and identified on the outside of the envelope with contact name, contact email, company name and due date. The Envelope must be clearly labeled "**RFP – City Park Improvements**".

**Bid Opening:** The bid packages will be opened and bid amounts recorded immediately after the deadline for submittal at McCaysville City Hall, 223 Blue Ridge Drive, McCaysville, Georgia 30555. For all bids that clearly identify a primary contact, provide an email address for the primary contact, a list of the submitted bids with company name, and bid amount will be sent via email.

**Selection Process:** Each proposal will be evaluated by the appropriate staff and elected officials. Up to three (3) bidders will be placed on a "short list" and MAY be asked to come in for an interview. If so, the bidders that are selected to be interviewed may be asked to submit additional information. Bidders will be notified within one (1) week prior to the interview date of any additional information that will be needed. The City reserves the right to ask for clarification or additional information contained in the proposals so that a fair and comprehensive evaluation of all proposals can be conducted. The City of McCaysville reserves the right to reject any or all proposals and to accept the bid found to be in the best interest of the City.

**Debarment:** Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or

voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

**Collusive or anti-competitive practices:** Submission of a signed bid in response to this solicitation is certification that your firm has not engaged in any collusive or anti-competitive practices in the responding to the bid. Certification of non-collusion is a statement that the bid submitted is a bona fid bid prepared independent of other bidders, without collusion or fraud.

**E-Verify:** E-Verify- All Vendors must submit an affidavit to certify that they participate in the Federal Employment Eligibility Verification. Participation in the E-Verify program must commence before the proposal deadline.