



Requests for Proposals (RFP) #21-02

Paris Business Center Structural Stabilization

Proposals Due: April 30, 2021 @2 PM EST

RFP issued by:

City of Hiawasse

Hiawasse City Hall, 50 River Street, Hiawasse GA 30546

Denise McKay, Director of Economic Development

dmckay@hiawasseega.gov

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

Contents

Proposal Letter..... 3

Schedule of Events..... 4

Background and Purpose of Request for Proposals 5

Section 1 – Project Information 5

 A. Request for Qualifications and Proposals 5

 B. Project Scope 7

 C. Project Delivery Method..... 7

Section 2 - Instructions for RFP..... 8

 A. RFP Submission 8

 B. Firm Qualifications 8

 C. Project Proposal..... 10

 D. RFP Submittal Format..... 10

Section 3 – Evaluation Criteria..... 10

 A. Selection Criteria..... 11

 B. Finalist Notification/Award..... 11

Appendix A – Scope Documentation 12

 Exhibit A-Building A Drawings..... 12

 Exhibit B-Building B Drawings and Narrative..... 12

Appendix B – Required Forms 13

 Exhibit C: Certification Form 13

 Exhibit D: Contractor Affidavit Under O.C.G.A. § 13-10-91(b)(1)..... 15

 Exhibit E: Disclosure Statement..... 16

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

Proposal Letter

**(FAILURE TO INCLUDE THIS SIGNED PROPOSAL LETTER AND PROPOSAL CERTIFICATION
MAY RESULT IN THE REJECTION OF YOUR PROPOSAL.)**

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Proposals (“RFP”) for Paris Business Center Structural Stabilization, for the City of Hiawasse (City”) for which prices have been set. The price(s) offered herein shall apply for the period of time stated in the RFP.

It is understood and agreed that this proposal constitutes a good faith offer. As such, if it is accepted in writing by the City of Hiawasse, then a contract will be negotiated by the two parties in accordance with the terms and conditions outlined in the proposal.

It is understood and agreed that we have read the City’s specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such City specifications described in this RFP. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the City.

PROPOSAL SIGNATURE AND CERTIFICATION

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal (“Proposer”) for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand 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 the proposal and certify that I am authorized to sign this proposal for the Proposer.

Authorized Signature for Proposer _____

Date _____

Print/Type Name _____

Print/Type Proposer Name Here _____

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

Schedule of Events

EVENT	DATE
Owner issues public advertisement of RFP for a period of 30 days	March 29, 2021
Deadline for Receipt of Written Questions	April 7, 2021
Deadline for Posting of Written Answers to City's Website	April 13, 2021
Deadline for submission of qualifications and proposals	April 30, 2021
Firms to advance to interview round are notified and interviews are scheduled	May 5, 2021
Owner completes evaluation, posts results, and issues notification to finalist firm	May 13, 2021

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

Background and Purpose of Request for Proposals

The Hiawassee Economic Development Department seeks to transform two dilapidated buildings at 71 Main Street and 79 Main Street into the Paris Business Center, which will be home to start-up businesses and entrepreneurial development. The project will create jobs, develop successful entrepreneurs, train workers, and provide space for a restaurant and two retail shops. It will catalyze development in downtown Hiawassee, motivate existing businesses to reinvest in their property, and make the area more attractive to business investors and to tourists.

The project focuses on areas critical to the community's vision, as articulated in the 2018 Downtown Strategic Plan. It will capitalize on the community's small-town character, location, and natural amenities; beautify downtown; and diversify the commercial core with new businesses.

The Hiawassee Economic Development Department is focused on improving economic conditions in the area. It knows that investing in the Paris Business Center will help it develop a diverse business mix which fosters economic security. In addition, the Center will give tourists a refreshing and interesting place to go when they are on their way to and from the beautiful recreation amenities in the area.

A walk-through video of the properties is available at:

<https://www.hiawasseega.gov/index.php/business/rfp-videos>

Video is titled: 20-03-PBC RFP Walkthrough or VIMEO FB and YT -05-August 20-07-04-57

Photos available at:

<https://www.dropbox.com/sh/z8vi6wh7aax3838/AACyyHtjOSXWFqngqEhxIrlma?dl=0>

Section 1 – Project Information

A. Request for Qualifications and Proposals

- a) The City of Hiawassee (Owner) is soliciting Requests for Proposals from firms interested in providing structural stabilization and general construction services for the project known as Paris Business Center Structural Stabilization ("Project"). Firms that respond to this RFP, and who are determined by The City of Hiawassee to be sufficiently qualified, may be deemed eligible, invited to interview, and offered proposals for these services. All respondents to the Request for Proposals (RFP) are subject to instructions communicated in this document, and are cautioned to completely review the entire RFP and follow instructions carefully. The City of Hiawassee reserves the right to reject any or all RFP responses, and to waive technicalities at the discretion of the Mayor.
- b) There will be no mandatory pre-proposal conference associated with this RFP.
- c) Proposers failing to comply with these instructions may be subject to scoring reductions. The City may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read, or are missing any requested information.
- d) Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Proposer's sole risk to assure delivery to the Director

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

of Economic Development by the designated time. Late proposals will not be opened and may be returned to the Proposer at the expense of the Proposer or destroyed if requested.

- e) While the City has every intention to make an award as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the City to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:
- i. Cancel or terminate this RFP at any time. A notice of cancellation will be issued on the City's website. If the RFP is cancelled, the City will not reimburse any Proposer for the preparation of its proposal. Proposals may be returned upon request if unopened;
 - ii. Reject any or all proposals received in response to this RFP;
 - iii. Make a contract award, based directly on the proposals received, determined to be in the best interest of the City, in its sole discretion;
 - iv. Enter into further discussions with one or more Proposers;
 - v. Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFP which would not have significant impact on any proposal;
 - vi. Not award if it is in the best interest of the City of Hiawassee; or
 - vii. Terminate any contract if the City determines adequate funds are not available.

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

B. Project Scope

The scope is to provide structural stabilization for two historic buildings, a total of 5,840 square feet, at 71 Main Street and 79 Main Street. The stabilization scope will generally follow the plans and notes as described in the following documents:

- Building A - Hiawassee – Stabilization.pdf
- Building B - Hiawassee – Stabilization.pdf

The structural stabilization will include but not be limited to the following:

Building A

- No foundation repair work
- Some supplemental jack posts and temporary supports will be required in the crawl space
- Isolated floor framing repair through Building A at ground level
- Roof repair at rear of Building A
- Wall shoring at front of Building A

Building B

- No foundation repair work
- Minimal wall bracing and wall repair
- Floor framing stabilization at back third of the Building B
- Roof framing repair at the back third of the Building B

Proposer is to refer to the provided structural engineering plans and narratives for the full scope of work.

C. Project Delivery Method

Contract will be executed as a stipulated sum contract, (also called a lump sum or fixed price contract.) Proposer is responsible for reviewing all drawings before submitting a Full Cost Proposal. Cost breakdown is to provide separate pricing for Building A and Building B. Proposer is to ensure that Full Cost Proposal clearly illustrated which costs are associated with which building.

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

Section 2 - Instructions for RFP

A. RFP Submission

All firms responding are cautioned to read this RFP carefully for understanding. If there are question pertaining to this RFP, request clarification from Owner. The Proposer should examine all documents and requirements of the services requested to become fully informed. Failure to examine these areas will not relieve the successful Proposer of its obligation to furnish all products and services necessary to carry out the provisions of the contract. After RFPs have been submitted, the Proposer shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

B. Firm Qualifications

To be deemed eligible for evaluation, firms must meet the following minimum qualifications and provide proof of compliance in their RFP response:

Minimum Qualifications Required

- a) The firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
- b) The firm or its principals have not been terminated for cause or currently in default on any public works contract.
- c) Firm must have sufficient bonding capacity for anticipated total cost of work. Only those sureties listed in the Department of Treasury's Listing of Approved Sureties are acceptable to the Owner. At the time of issuance, all insurance and bonds must be issued by a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. Such company shall be an insurer (or, are qualified self-insured or group self-insureds, and may have purchased specific excess insurance coverage within statutory limits) with an A.M. Best Financial Strength rating of "A-" or better and an A.M. Best Financial Size Category of Class V or larger.
- d) Firm must have a current Contractor's Public Liability Insurance policy, and must be insurable in the following amounts: Bodily injury, including death- limits of \$1,000,000 for each accident. Property damage- limits of \$2,000,000 for each accident and \$3,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual contract.)
- e) Firms must have all necessary, valid and current licenses to do business in the State of Georgia.
- f) Firm must demonstrate sufficient cash flow to undertake the project.
- g) The firm must demonstrate a commitment to safety with regard to Worker's Compensation.

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

Proposer is to submit the following information for evaluation of firm qualifications.

Qualifications Submittal Format

- a) Letter of Interest: A letter executed by a principal of the GC firm committing to the requirements specified in this Request. Provide a brief summary of the firm's experience and capabilities in related endeavors with public agencies and why you are interested in this project. Provide an explanation of what differentiates your team as the best candidate for this project.
- b) Description of Firm: Provide basic company information including name of firm; street, mailing and e-mail addresses; phone and fax numbers; and the name of a primary contact in regard to this submittal. Provide the number of years the firm has been in business, form of ownership and state of residency or incorporation. If the firm has multiple offices, the RFP submittal should primarily include information about the office that will perform the work.
- c) Experience: Provide examples of specific project experience in structural stabilization and/or historic preservations and/or adaptive reuse including experience relevant to the type of project to be constructed. Describe two to three roughly equivalent projects that demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided: project name, location, dates during which the project was constructed, physical description (square footage, photo depiction, scope of work, techniques used, drawings, and/or efficacy reports), and brief description of project services provided by the Proposer.
- d) References: Include one to two references for each project mentioned above. Provide the name, address, telephone number, and e-mail address of each contact. Explain the role the contact played in the project and how closely the contact worked with your firm.
- e) Personnel: Provide general information about the firm's personnel resources, including classifications, number of employees, locations and staffing of offices. Summarize the qualifications, experience, education, background information, and other significant information for each proposed key member of the team.
- f) Local and Minority Participation and Outreach Program: Describe your firm's program and/or policies in regard to local and minority participation and non-discrimination, including the firm's history of Minority and Women Owned Business Enterprise (MIWBE) participation.
- g) Financial Information: Supply financial and main banking references. List the firm's total annual billings for each of the past three calendar years. What percentage of your firm's work has been negotiated during the past three years? Has the firm ever failed to complete, or been removed from any project that it has been awarded? The GC selected will be required to provide a 100% performance and payment bond for the entire amount of the cost of construction; confirm your ability to meet this requirement and provide your firms' bonding rate for a project of this value.

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

C. Project Proposal

Proposer is to carefully review the exhibits and Project Scope description to provide the following.

1. Full Cost Proposal for all materials and services needed to complete the stabilization scope. Fee is to be a lump sum.
2. Construction Schedule for the project based on the GC's experience with similar projects. We would like this schedule to be representative of a well-coordinated team effort.

D. RFP Submittal Format

Submit Firm Qualifications, Full Cost Proposals, and Proposed Construction Schedule as instructed below.

The proposal document is limited to 20 double-sided pages exclusive of cover, tabs and appendix. Information should be focused on relevant experience and qualifications appropriate to this project. Submit one electronic document (pdf format). Document size is to be under 10MB.

Please submit your response prior to 2:00pm, April 30, 2021, in electronic form to:

dmckay@hiawasseega.gov

City of Hiawassee
Denise McKay, Director of Economic Development
Hiawassee City Hall
50 River Street
Hiawassee GA 30546

Section 3 – Evaluation Criteria

Selection of the General Contractor (GC) will be a multi-step process.

After receiving the digital RFP submissions, the Selection Committee will review the proposals and select three to five semifinalists. The Selection Committee will schedule and conduct interviews with the semifinalists. Then, the Selection Committee will carefully evaluate all information and select the finalist.

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

A. Selection Criteria

Criteria for the evaluation are listed below:

20% Factor} Stability of the firm. This shall include the documented financial viability of the firm, the firm's years of successful operation, stability of management structure and Ownership, active litigation and litigation history, proven ability to consistently gather resources for projects similar to incumbent project in size, type, complexity, and location.

30% Factor} Firm's relevant project experience and qualifications, including the demonstrated ability of the firm in effective management of design and construction pertaining to similar facilities of comparable complexity, size, and function, for Owners such as other municipalities and other similarly-structured organizations. This includes relevant experience and qualifications of the firm's principal Owner, Project Manager, and Superintendent.

25% Factor} Firm's suitability to provide construction and stabilization services for the project, including the firm's apparent fit to the project type and/or needs of the Owner, any unique qualifications for the project, current and projected workloads, the proximity of office to project location, non-discrimination policies, and record of addressing public safety, environmental concerns, and special services.

15% Factor} The Full Cost Proposal and the project schedule will be evaluated by the Selection Committee for compatibility with project goals.

10% Factor} Proposer's responses to various interview panel questions.

B. Finalist Notification/Award

The name of the firm selected as finalist will be posted on the Georgia Procurement Registry. The Owner will contact the firm selected as finalist and coordinate a time to discuss and potentially negotiate services. Negotiations may then be initiated with the firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory fee agreement cannot be reached with the highest scoring firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest scoring firm, and so on until a mutual agreement is established and the Owner awards a contract. The actual Form of Contract shall be developed by the Owner.

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

Appendix A – Scope Documentation

Exhibit A-Building A Drawings

[Building A - Hiawassee – Stabilization.pdf](#)

Exhibit B-Building B Drawings and Narrative

[Building B - Hiawassee – Stabilization.pdf](#)

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

Appendix B – Required Forms

Exhibit C: Certification Form

I, _____, being duly sworn, state that I am _____ (title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for proposals is full, complete and truthful.

I further certify that the Proposer and any principal employee of the proposer have not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the Proposer or any principal employee of the proposer has not in the immediately preceding five years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract or have been terminated for cause on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Owner and/or the City of Hiawassee may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Owner and/or the City of Hiawassee may contact any individual or entity named in the Request for Proposals for the purpose of verifying the information supplied therein.

I acknowledge and understand the successful Proposer will be required to certify compliance with the Immigration Reform Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et seq., by meeting or having complied with the provisions in the Act and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01. Contractor will also be required to warrant that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

I acknowledge and agree that all of the information contained in the RFP response is submitted for the submitted for the express purpose of convincing the Owner that the Proposer meets or exceeds all proposal requirements and qualifies for the contract award.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

Signature

Sworn and subscribed before me

This ____ day of _____, 20 ____.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

Exhibit D: Contractor Affidavit Under O.C.G.A. § 13-10-91(b)(1)

(Failure to submit this form will result in rejection of your RFP response)

Project No. and Name: _____

Contractor: _____

STATE OF GEORGIA

COUNTY OF: _____

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 the City of Hiawassee has registered with, is authorized to use, and used 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 Identification Number

Date of Authorization

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

Executed on _____, 20____ in (City), (State).

Signature of Authorized Officer or Agent of Contractor

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

Exhibit E: Disclosure Statement

All proposers should be aware that the project you are submitting a proposal on is a public project, and the Owner (the City of Hiawassee) is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, the City of Hiawassee shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal you intend to make for this project, **you must include this Disclosure Statement with your submittal** that answers or addresses the following specific statements:

1. Describe any business transactions occurring within the prior two years between your firm and the City of Hiawassee, the Using Agency, or the ultimate end-user of the proposed project.

Insert Response

2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to the City of Hiawassee, the Using Agency, or the end-user of the proposed project within the prior one-year period.

Insert Response

3. A *conflict of interest* or *potential conflict of interest* is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with the City of Hiawassee, the Using Agency, or the end-user of this project.

Insert Response

This Disclosure Statement should be dated and signed by an authorized signator for the Proposer and submitted with the RFP.

Name of Firm

Requests for Proposals (RFP) #21-02
Paris Business Center Structural Stabilization

Authorized Signature

Date