

REQUEST FOR PROPOSAL (“RFP”)

FOR

CONSTRUCTION

SERVICES

RELATING TO

**COUNTRY CLUB PARK**

**DOG PARK**

FOR THE

**CITY OF FORSYTH**

A PROJECT OF:

The City of Forsyth

June 2019

**REQUEST FOR PROPOSAL  
COUNTRY CLUB PARK – DOG PARK  
CONSTRUCTION SERVICES  
CITY OF FORSYTH, GEORGIA  
DEPARTMENT OF RECREATION**

**Purpose:**

To provide a safe and secure dog park for citizens and guests to utilize while visiting the Country Club Park.

**Introduction:**

The City of Forsyth seeks to construct a dog park (0.5 acres) to be located in Country Club Park between the existing restroom building/pavilion area and the property line adjacent to the National Guard. The plan is to install necessary fencing, sidewalks, landscape furniture, and dog accessories such as pet waste stations and water fountain while maintaining the existing trees on site with minimal grading. Responses will be received at:

The City of Forsyth  
c/o Janice Hall  
68 North Lee Street  
Forsyth, GA 31029

Drawings are available on the City of Forsyth’s website:

<http://www.cityofforsyth.net/category/city-news/bids-solicitations/>

For consideration, Responses to Proposals should be received no later than July 12, 2019, at 5:00pm. Any submittal received after this date and time will not be considered and will be returned unopened to the Bidder. Specific services to be provided are shown in the “Scope of Services” section of this RFP.

Interested and qualified Bidders are requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the Bidder and must be submitted in time, manner, and form prescribed.

This solicitation does not constitute an offer by the City of Forsyth to enter into a contract and is not an offer which can be accepted by the Bidder to form a contract. No offer made in response to the terms and conditions of this RFP may include any terms or conditions which can bind the City of Forsyth to the qualified, selected Bidder. The City of Forsyth reserves the right to reject any and all proposals and to waive technicalities as deemed in the best interest of the project. The City of Forsyth reserves the right to request additional information from Bidder(s) as deemed necessary to analyze proposals. The City of Forsyth is an equal opportunity employer.

**Project Information:**

Project Location: 343 County Club Drive  
Forsyth, GA 31029

Project Owner: City of Forsyth

Representative: Janice Hall  
City Manager  
68 North Lee Street  
Forsyth, GA 31029  
478-994-7747

**Scope of Services:**

The City of Forsyth plans to contract with a bidder to construct a dog park (0.5 ac) to be located in Country Club Park between the existing restroom building/pavilion area and the property line adjacent to the National Guard.

New installed items include new fencing (including a double-entry gate per dog park standards and a maintenance double gate), new sidewalk, trees, and site furnishings including a dual human-dog water fountain, site benches, waste receptacle, and pet waste station. Surfacing will be primarily mulched. Existing trees are to remain and several proposed trees will be planted. Appendix: Image 2.

All submitted responses to the request for proposals should include a description of the materials to be used, a timetable for completion, bidding/pricing, a plan for the disposal of construction materials, and all other construction activities to be completed as a part of the project. The RFP should include an overall cost as described in the **Method of Bidding** below. The Bidder must also include a timetable describing a general time frame for the project's completion.

An image of the existing conditions of the proposed location for the dog park and a proposed layout plan is attached in the Appendix.

**Planning Constraints:**

Construction taking place must not interfere with the recreational use of the park or pose a danger to citizens in the vicinity.

Mandatory Planning Dates:

**Break Ground Date:** July 22, 2019 (or before)

**Project Completion:** September 20, 2019 (or before)

Bidders should be aware that cost will be a factor. The City of Forsyth reserves the right to negotiate with Bidders after reviewing submitted proposals.

**Response to RFP:**

All questions as to the interpretation of the RFP packet must be submitted via email to TSW (landscape architect) at [bbell@tsw-design.com](mailto:bbell@tsw-design.com). All questions submitted by the following due date will be published on the City of Forsyth website for review.

RFP Dates:

**Questions due:** July 8, 2019 by 5:00 pm

**RFP Responses due:** July 12, 2019, at 5:00 pm

**Announcement of Award:** July 15, 2019

Each bidder promises and agrees that its proposal shall be irrevocable for a period of 90 calendar days after submittal date and will not be withdrawn or modified during that time unless written agreement between the City of Forsyth and the Bidder. If necessary, the period of time specified may be extended by written agreement.

**Proposal should include the following:**

- 1. Bid Schedule
  - 2. Contractor’s Statement of Qualifications
- \*Note all information requested must be submitted on the forms provided with the Bid Schedule and Contractor’s Statement of Qualifications, located at the end of this RFP.

**Method of Bidding:**

Bid prices shall include everything necessary for the completion of the work including, but not limited to, providing the materials, equipment, tools, plant and other facilities, and the management, superintendence, labor and services. Bid prices shall include allowance for Federal, state and local taxes.

Bidders must satisfy themselves as to the accuracy of the estimated quantities in the bid schedule by examination of the site and a review of the drawings and specifications including any addenda. After bids have been submitted, the Bidder shall not assert that there has been any misunderstanding concerning the quantities of work or of the nature of the work to be done.

**Addenda:**

Each bid schedule shall include specific acknowledgment in the space provided of receipt of all addenda issued by the Owner during the bidding period. Failure to so acknowledge may result in the bid being rejected as non-responsive.

**Indemnification and Insurance:**

The firms shall carry professional/public liability insurance coverage and workers compensation insurance covering itself, and all of its employees and agents, and shall indemnify and hold harmless the City of Forsyth, their representatives, and employees from any claims, demands, actions, and cause for actions arising from any negligent act or non-act while under the terms of the contract. Proof of insurance shall be provided prior to contract execution.

**Appendix:**



*Image 1: Photo of existing conditions of proposed dog park location.*



**BID SCHEDULE**

**CITY OF FORSYTH COUNTRY CLUB PARK – DOG PARK**

<b>Base Bid</b>				
<b><u>Item No</u></b>	<b><u>Description</u></b>	<b><u>Qty</u></b>	<b><u>Unit</u></b>	<b><u>Total Price</u></b>
1	Furnishing all products, materials and equipment and performing all labor necessary to complete and put into operation the City of Forsyth Country Club Park Dog Park, including all work shown on the Drawings and/or specified	1	LS	

**TOTAL BID PRICE \$** \_\_\_\_\_

**TOTAL BID PRICE (IN WORDS)** \_\_\_\_\_

\_\_\_\_\_

**CONTRACTOR'S QUALIFICATION STATEMENT**

1. Name of Contractor: \_\_\_\_\_

*(AS REGISTERED WITH THE SECRETARY OF STATE)*

2. Contact Information:

a. Mailing Address: \_\_\_\_\_

\_\_\_\_\_

b. Business Address: \_\_\_\_\_

\_\_\_\_\_

c. Telephone number: (\_\_\_\_) \_\_\_\_\_

d. Fax number: (\_\_\_\_) \_\_\_\_\_

e. Primary Contact Person:

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

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

3. Licensing Information:

a. Business License Number: \_\_\_\_\_ County of Issue: \_\_\_\_\_

4. Type of Organization (check appropriate block):

Corporation       Partnership       Sole Proprietorship

a. If corporation, indicate:

State of incorporation: \_\_\_\_\_ Date: \_\_\_\_\_

b. If partnership, indicate date of organization: \_\_\_\_\_

c. If sole proprietorship, indicate number of years in continuous business: \_\_\_\_\_

5. How many years of experience in the proposed type and size of work has your organization had as a general contractor? \_\_\_\_\_

6. Statement of bidder's capacity to accomplish the work in the required time:

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