

REQUESTS FOR PROPOSALS

PROJECT: Build Cemetery Fence, West Broad St. Sugar Hill, GA
OWNER: City of Sugar Hill, Georgia

Sealed **Proposals** will be received by the **City of Sugar Hill, Georgia** for Design / Build of 850 lin. Ft. cemetery fence per drawing(S)

Sealed **Proposals** will be received by the City of Sugar Hill at City Hall, 4988 West Broad Street, Sugar Hill, Georgia 30518, no later than **11:00 AM local time, June 27, 2008**. Proposals will be publicly opened and read aloud at this location **June 27, 2008 at 2:00 PM**. The proposals shall be read in such a manner as to avoid disclosure of the contents to competing PROPOSERS during any allowed process of negotiations. Any Proposals received after **11:00 AM** on proposal **deadline** date (**6/27/08**) will not be considered by OWNER. Proposals will be evaluated by OWNER and the project award is anticipated upon completion of this evaluation. **All Proposals become the property of the City of Sugar Hill. Selection of the "BEST PROPOSAL" will be determined by cost, experience in previous like projects, timeline to complete and references. The weight to be placed on each element is as follows:**

Cost	60%
Experience in like projects	10 %
Timeline to Complete	10 %
Interview & References	20 %

The City wishes to have a decorative fence built to enclose the cemetery located on West Broad St. The fence will be approximately 850 lin. Ft. with three gates. The gates will be 12' in total width each. The columns supporting the fence will be on 16' centers. Please review drawings. Three proposals are required reflecting the three concepts.

The scope of work proposed should include the following:

- TAB ONE Definition and proposal for project plan to include a timeline. Timeline should include design, and time to construct.
- TAB TWO Definitions of ALL deliverables and services to be offered in the firm fixed price proposal.
- TAB THREE Summaries of qualifications.
- TAB FOUR Summaries of like projects to include contact points and references. Pictures and total site layout of projects is desirable.
- TAB FIVE Summaries of design team staff qualifications.
- TAB SIX Summaries of cost estimates for layout of overall project.
- TAB SEVEN Construction Administration costs, if requested.

PROPOSER shall provide one (1) original and three (3) copies of the Proposal. Each proposal must be submitted in a sealed envelope, addressed to OWNER. Each sealed envelope containing a Proposal must be plainly marked on the outside as, **“Proposal for Sugar Hill Cemetery Fence”**. If Proposal is forwarded by mail, the sealed envelope containing the Proposal must be enclosed in another envelope to the attention of OWNER at the address previously given.

Any and all Proposals received without the aforementioned criteria enclosed will be returned to PROPOSER.

Contract will be awarded on a stipulated sum to the PROPOSER providing the Best Proposal as determined by the City after consideration of the factors set forth above and upon the completion of any discussion and negotiation process. The City will consider the base proposal plus any alternatives deemed acceptable. The City hereby notifies any and all PROPOSERS that the City will allow discussion, negotiation and revision of proposals submitted prior to award in order to obtain the best and final offers of each PROPOSER. The City shall allow all companies submitting proposals reasonably susceptible of being selected to participate in discussions, negotiations and revisions of proposals. The City shall not disclose the contents of any proposal to any competing PROPOSER and shall publicly open the Proposals in a manner that the contents of the Proposals are not disclosed to other PROPOSERS. Please make note of the following schedule:

Proposed Schedule:

June 11, 2008 – 2 PM	Mandatory Pre-Proposal Meeting
June 11 – June 27, 2008	Questions to City of Sugar Hill
June 27th 12:00 noon	Sealed RFP's to City Hall
June 27 – July 11, 2008	City Staff review RFPs
July 14, 2008	City Staff send interview recommendation to Mayor and Council
June 14 – July 23, 2008	Mayor and Council review RFPs / select companies for interview process
July, 2008	Interviews and final selection of Construction firm.

OWNER reserves the rights to waive any informality or to reject any or all Proposals, to evaluate Proposals, and to accept any Proposal which in its opinion may be in the best interest of OWNER.

No PROPOSER may withdraw his proposal within 90 days of the proposal submission date.

It is the City of Sugar Hill intention to select one firm to complete this project and to execute the contract. Selected construction firm will work directly with the City Manager during this project process.

Please address any questions to me as soon as possible. All questions and responses will be sent to all firms listed on the sign up sheet.

Bob Hail
City Manager
(770) 945-6716
bobhail@cityofsugarhill.com