

## REQUESTS FOR PROPOSALS

PROJECT: **Sugar Hill Golf Club Clubhouse Design-Build renovation / expansion**

OWNER: **City of Sugar Hill, Georgia**

Sealed **Proposals** will be received by the **City of Sugar Hill, Georgia** for a Construction Management (CM) at Risk contract to furnish all materials, labor and equipment necessary for renovation / expansion of the Sugar Hill Golf Club clubhouse located 6094 Suwanee Dam Road, Sugar Hill, GA 30518.

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, March 23, 2009**. Proposals will be publicly opened and read aloud at this location **March 23, 2009 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 (3/23/09)** 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:**

<b>Cost</b>	<b>60%</b>
<b>Experience in like projects</b>	<b>10 %</b>
<b>Timeline to Complete</b>	<b>10 %</b>
<b>Interview &amp; References</b>	<b>20 %</b>

### BASE Proposal:

CM shall be responsible for bidding of subcontractor trades for materials, labor, tools, equipment, engineered drawings and all other miscellaneous and/or necessary items for the construction of this building. Renovation of the water damaged kitchen and bar area, any sheetrock and trim work resulting from that renovation. Removal and moving of load bearing walls to expand the facility, new standing seam metal roof, HVAC requirements and moving water /natural gas lines for servicing the facility. Removal and clean up of all construction material.

**Proposals** shall include the following:

1. Estimated construction cost and documents associated with the renovation of clubhouse damaged by water, expansion of the facility, new standing seam metal roof, brick siding and construction of ADA compliant ramps.
2. Timeline to complete project.
3. Minimum of three similar projects, including cost, date of completion, and owner reference with current phone number and e-mail address.

Owner will require a performance bond prior to signing contract issued by a Surety listed on the Treasury as licensed in the State of Georgia, or a cashier's check in the amount of ninety-five (95%) of your total proposal. This will be discussed with the CM chosen to complete this job.

Copies of any documents associated with the current structure may be obtained during the Pre-Proposal Meeting for \$50.00. Questions may be directed to Andy McQuagge, Director of Recreation, 770-831-7413.

A **mandatory Pre-Proposal Conference** is schedule for **10:00 AM local time, Wednesday, March 11<sup>th</sup> at the Sugar Hill Golf Club, 6094 Suwanee Dam Road, Sugar Hill GA 30518**. Please bring a contact phone number and an email address to the meeting for dissemination of any additional information that could be used for the proposal submittal. Questions addressed to the City will be accepted until **5:00 PM local time, Monday, March 18, 2009**.

Site visits for inspection of property will occur on a request basis. Please contact Andy McQuagge, Recreation Director, at 770.831.7413 or e-mail at [amcquagge@cityofsugarhill.com](mailto:amcquagge@cityofsugarhill.com).

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, "**Sugar Hill Golf Course Clubhouse**". 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.

OWNER reserves the rights to waive any informalities 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.

**CITY OF SUGAR HILL**