

REQUESTS FOR PROPOSALS

PROJECT: **Gary Pirkle Park Concession/Restroom Facility**

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

Sealed **Proposals** will be received by the **City of Sugar Hill, Georgia** for Professional Construction Management services to furnish all materials, labor and equipment necessary for construction of one combination concession stand and restroom facility at Gary Pirkle Park located at the intersection of Austin Garner Rd. and Suwanee Dam Rd.

It is the City's intention to employ a Construction Management (CM) at Risk contract to provide overall Project Construction Management with a Guaranteed Maximum Price (GMP). The contract to be utilized for these services is the AIA Document A121 and the 1997 Edition of AIA Document A201 General Conditions.

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 13, 2009**. Proposals will be publicly opened and read aloud at this location **March 13, 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 (3/13/09)** 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:**

Cost	25%
Experience in similar projects	50 %
Timeline to Complete	10 %
References	15 %

BASE Proposal:

CM shall be responsible for bidding of subcontractor trades for materials, labor, tools, equipment and all other miscellaneous and/or necessary items for the construction of this building. The building will consist of a concession room, two restrooms with twelve (12) units in each, storage rooms, electrical room and attached pavilion.

Proposals shall include the following:

Submit a response to the following items:

1. General Company Information and Experience:

- Contractor's Qualification Statement (utilize AIA Document A305, form not included).
Note: Submitting companies must have completed a minimum of three Public Projects of similar nature in the past seven years to be considered.
- Workman's Compensation Insurance Modifier for the past three years
- List of trades proposed to be self-performed on this project

2. Project Team Information:

- Organizational chart
- Resumes for key personnel (include superintendent, project manager, and upper management personnel with ultimate responsibility for the project) and a description of each member's proposed role in this project

3. References: Client references for three similar projects completed within the past seven years, including a contact name and current phone number

4. General Conditions and Fees:

- Fixed fee cost proposed for general conditions and a list of proposed items to be included

- in general conditions for this project
 - Percentage fee proposed for this project
 - Bond premium percentage to be charged for this project
5. Schedule: Preliminary schedule for the completion of this project

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 Documents may be obtained at the office of Precision Planning, Inc., 400 Pike Boulevard (30045), P.O. Box 2210, Lawrenceville, Georgia 30046, upon payment of a **non-refundable** cost of \$150.00. Checks shall be made payable to Precision Planning, Inc. Bid Documents may be examined at the following locations:

City of Sugar Hill
4988 West Broad Street
Sugar Hill, GA 30518
(770) 945-6716
(770) 945-6716 – Fax

Precision Planning, Inc.
400 Pike Boulevard
P.O. Box 2210
Lawrenceville, GA 30046
(770) 962-8000 / (770) 822-5990 – Fax

McGraw-Hill Construction Dodge
1750 Enterprise Way, SE
Suite 103
Marietta, GA 30067
(404) 953-2442
(404) 953-2430 – Fax

Reed Construction Data
30 Technology Parkway South
Suite 100
Norcross, GA 30092
(770) 417-4000
(800) 303-8629 – Fax

AGC Builder's Exchange
1940 The Exchange
Suite 300
Atlanta, GA 30339
(678) 298-4130
(678) 298-4133 – Fax

A mandatory Pre-Proposal Conference is schedule for **10:00 AM local time, Thursday, February 26, 2009** at Sugar Hill City Hall at the above address. Questions addressed to the Architect will be accepted until **5:00 PM local time, Monday, March 9, 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.

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 Gary Pirkle Park Concession/Restroom Facility**". 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