

# Unified Government Of Cusseta Chattahoochee County

## REQUEST FOR PROPOSAL (RFP)

### DIVISION OF FAMILY AND CHILDREN SERVICES RENOVATION

Unified Government Of Cusseta Chattahoochee County

215 McNaughton St

Cusseta, Georgia 31805

Phone: 706-984-1159 | Fax: 706-989-2010

Jclark@ugoccc.com

**RFP ID: DFCS Building Renovation**

**Prepared By: James Clark**

**Date: November 28, 2022**

REQUEST FOR PROPOSAL  
DIVISION OF FAMILY AND CHILDREN SERVICES RENOVATION  
Cusseta - Georgia

**RFP ID:** DFCS Building Renovation

**PROPOSAL SUBMISSION DEADLINE:** December 19, 2022, 5:00 P.M.

**QUESTION SUBMISSION DEADLINE:** December 15, 2022

Questions may be submitted in written form to:

**Contact Name:** James Clark  
**Contact Address:** 215 McNaughton St  
Cusseta, Georgia 31805  
**Telephone Number:** 706-984-1159  
**Email Address:** Jclark@ugoccc.com

**INTRODUCTION**

Unified Government Of Cusseta Chattahoochee County invites and welcomes proposals for their Division of Family and Children Services Renovation project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at 209 McNaughton St, Cusseta, Georgia 31805.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Project Manager, contact:

**Name:** James Clark  
**Title:** Deputy Director Public Works  
**Phone:** 706-984-1159  
**Fax:** 706-989-2010  
**Email:** Jclark@ugoccc.com

**PROJECT OBJECTIVE**

The objective and ultimate goal for this project is upgrade the dfcs building to provide the department and citizens with a improved work area. .

**PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

Approximate Square Footage of Building 6,554.  
Replace / Repair Floor Tile (VCT)  
Replace / Repair Base Boards (VCT)  
Prep & Paint Interior Walls  
Prep & Paint Sheetrock Ceilings  
Prep & Paint (Spray Roof System) Ceiling  
Prep & Paint Exposed Conduit (Ceilings & Walls)  
Replace Men and Women Bathroom Toilet and Sinks

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

<b>MILESTONE</b>	<b>DATE</b>
Site Visit Pre-Walk for Contractor Questions:	December 1, 2022
Alternate Date for Site Visit Pre-Walk for Contractor Questions:	December 2, 2022
Selection of Top Bidder:	December 20, 2022
Contract Award:	January 9, 2023

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Unified Government Of Cusseta Chattahoochee County shall award the contract to the proposal that best accommodates the various project requirements. Unified Government Of Cusseta Chattahoochee County reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Unified Government Of Cusseta Chattahoochee County no later than 5:00 P.M. on December 19, 2022 for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Unified Government Of Cusseta Chattahoochee County reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Georgia (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to Unified Government Of Cusseta Chattahoochee County

**Financial Information**

- Provide a copy of the most recent audited financial statement, or an annual report by a certified public accountant.
- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

**Proposed Outcome**

- Summary of timeline and work to be completed.

**Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Unified Government Of Cusseta Chattahoochee County, along with a brief explanation.

**Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

**Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

**Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

**References**

- Provide 2 references

By submitted a proposal, Bidder agrees that Unified Government Of Cusseta Chattahoochee County may contact all submitted references to obtain any and all information regarding Bidder's performance.