

**CITY OF STATHAM**  
**REQUEST FOR PROPOSAL**

**Date Issued: August 3, 2022**

**RFP # 22-001**

Design-Build Services: The City of Statham, Georgia is requesting sealed bids for qualified construction firms to submit proposals for a design-build renovation project for Statham City Hall located at 327 Jefferson Street, Statham, GA 30666.

The purposes of this request are to: 1) provide interested design-build firms with sufficient information to enable them to submit a uniform responsive proposal for the City to review; and 2) to set forth a method of evaluation that will be fair and impartial to all interested firms.

Proposals shall be received by the City of Statham at Statham City Hall, 327 Jefferson St., Statham, GA 30666, until 2:00 p.m., legally prevailing time, on **Friday, September 9, 2022** and shall be clearly labeled "Statham City Hall Design-Build Project." Any bid received after said date and time of bid opening will not be considered. Bids will be publicly opened and read aloud at this time and location. All bids will be evaluated by the City of Statham, and the project will be awarded, if it is awarded, within forty-five (45) days of the bid opening.

**Statham City Hall Design-Build Project**

**Scope of Work**

The purpose of this RFP is to renovate the front offices of Statham City Hall. In brief, the City of Statham is seeking that qualified design-build firms provide the services that will facilitate the requested services to achieve the stated objectives in the included in this Scope of Work.

Submitting firms should include a detailed description of all tasks including those suggested in this Scope of Work, and any proposed changes, additions or recommendations. The Scope of Work includes, but is not limited to:

**Wall removal and replacement to create a larger, more open space for customers. Extend office space for two offices; create and implement safety measures for office spaces to include locked entry into office space; and to create counterspace for staff and customers. The Statham City Council budgeted \$46,000 for this project plus contingency.**

Time of completion for all work associated with this project shall be forty-five (45)\* consecutive calendar days from the date of a written "Notice to Proceed" from the City of Statham.

No bid may be withdrawn for a period of sixty (60) days after time has been called on the date of opening.

**Questions related to this RFP must be submitted in writing to: April Stephens, City Accountant, [astephens@cityofstatham.com](mailto:astephens@cityofstatham.com). The deadline to submit questions is Wednesday, August 31, 2022. All questions will be posted on the City of Statham website: [www.cityofstatham.com](http://www.cityofstatham.com)**

**Firms may schedule a time to view the space and overall scope of the project by contacting April Stephens at [astephens@cityofstatham.com](mailto:astephens@cityofstatham.com)**

## **Proposal Requirements**

- A. Each bid must be submitted in a SEALED ENVELOPE, addressed to the City of Statham, and must be plainly marked on the outside as “Statham City Hall Design-Build Project.” If bid is sent by mail, the sealed envelope containing the bid must be enclosed in a separate mailing envelope to the attention of the City of Statham at the address previously given.
- B. Title Page showing RFP number and title, the name of the submitting firm, local address, telephone number, name of contact person and date.
- C. Proposal contents:
  - 1. Name of the contact person and their contact information.
  - 2. The proposal shall be signed by a person authorized to bind the firm to the contract.
  - 3. Proposals must state the hourly rate for field and office work and typical materials cost, provide hourly rates for each classification of employee, and provide charges for reimbursable expenses.
  - 4. Provide three (3) client references.
- D. Summary of proposed cost per the Scope of Work.
- E. Prospective Firms shall provide a copy of the Contractor Affidavit for Electronic Verification of Work Authorization Programs [under O.C.G.A. § 13-10-91 (b)(1)] along with the proposal submittal.

The successful bidder will be required to furnish the City of Statham with Liability Insurance and Workers Compensation Insurance, as well as the completion of City of Statham Vendor Registration Forms.

Although the City of Statham does not formally limit the size of the proposals, firms are strongly encouraged to keep their proposals concise and brief. We ask that you consider limiting your proposal to 10 pages maximum (not including pricing and marketing materials).

## **Evaluations of Proposals**

City of Statham reserves the right to waive any informalities or to reject any or all bids, to evaluate bids, and to accept any bid which in its opinion, may be in the best interest of the City. Evaluation criteria is described as: Completeness of proposal and overall responsiveness to RFP; Cost of services contained in the Proposal; Qualifications and availability of resources to provide required services; Qualifications and experience of the firm, and track record of successfully providing similar services; and Quality of references.

## **RFP Administration Information**

All technical questions regarding the proposal shall be directed to April Stephens, City of Statham City Accountant, [astephens@cityofstatham.com](mailto:astephens@cityofstatham.com), (770) 725-5455 office.

The information for bidders may be examined at the following location: The City of Statham City Hall, 327 Jefferson Street, Statham, GA 30666

\*Completion of project time is not limited to lack of availability of supplies and materials.

Joe Piper, Mayor

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