



## City of Commerce

P.O. Box 348  
110 State Street  
Commerce, GA 30529  
Phone: (706) 335-3164  
Email: [bids@commercega.gov](mailto:bids@commercega.gov)

### **SUBJECT: Request for Proposal For Ridling Field Renovation – Phase 3**

The City of Commerce seeks to engage a qualified contractor to construct a multi-use building, refurbish a parking lot, construct a walkway, install irrigation, sod and fencing at one of its recreational areas located at Ridling Field at 414 Shankle Heights, Commerce, GA 30529.

Attached hereto are the general conditions, technical specifications, and submittal format:

The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by written addendum from The City of Commerce. Failure to comply with the written requirements for this RFP may result in disqualification of the submittal by The City of Commerce.

Submittals are to be sealed, marked with the contractor's name and address and labeled: **“RFP 27-001 – Ridling Field Renovation – Phase 3”** and delivered to:

City of Commerce  
P.O. Box 348  
110 State Street  
Commerce, GA 30529  
Attn: Finance Specialist

Due no later than October 23, 2026, by 2:00 pm local time prevailing. Any proposals received after this time will not be accepted. The City of Commerce reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of the city.

**Inquiries regarding this Request for Proposal (RFP) are encouraged to contact the Finance Specialist at [bids@commercega.gov](mailto:bids@commercega.gov).**

The City of Commerce does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required to fully participate in any open meeting, program or activity should be directed to City Hall at 706-335-3164.

The written proposals supersede any verbal or written prior communications between the parties. All companies submitting a proposal will be notified in writing of award.

1 RFP 27-001  
Ridling Field Renovation – Phase 3

**City of Commerce**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**Ridling Field Renovation – Phase 3**

**SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN**

October 23, 2026, by 2:00 pm local time prevailing

**City of Commerce**  
P.O. Box 348  
110 State Street  
Commerce, GA 30529

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THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE  
THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE  
RESPONSIBILITY OF THE OFFEROR.

**We look forward to your proposal and appreciate your interest in partnering with the City  
of Commerce.**

2 RFP 27-001  
Ridling Field Renovation – Phase 3

**CITY OF COMMERCE, GEORGIA  
REQUEST FOR QUALIFICATION  
FOR**

**Request for Proposal For Ridling Field Renovation – Phase 3**

**SECTION I - REQUEST FOR PROPOSAL OVERVIEW**

**1.0 PURPOSE**

The City of Commerce is accepting sealed proposals from qualified contractors for completion Ridling Park Renovation – Phase 3.

**1.1 INFORMATION TO VENDORS**

**RFP TIMETABLE**

The anticipated schedule for the RFP is as follows:

|                                         |                                                                                                                |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------|
| RFP Available                           | <b>September 22, 2026</b>                                                                                      |
| <b><u>Mandatory Pre-Bid Meeting</u></b> | <b>October 6, 10:30am, local time prevailing</b><br>Ridling Field<br>414 Shankle Heights<br>Commerce, GA 30529 |
| Deadline for questions                  | <b>October 16, 2026, 2:00 pm, local time prevailing</b>                                                        |
| Submittal deadline                      | <b>October 23, 2026, 2:00 pm, local time prevailing</b>                                                        |

**1.2 RFP SUBMISSION:**

One (1) original, one (1) copy, and one (1) fully executable electronic copy (PDF) of the complete signed submittal must be received by submittal deadline (see 1.1). Proposals must be submitted in a sealed envelope stating on the outside, the contractor's name, address, the RFP Number and title to:

**City of Commerce**  
P.O. Box 348  
110 State Street  
Commerce, GA 30529  
Attention: Finance Specialist

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:30 a.m. and 3:30 p.m. ET, Monday through Friday, excluding holidays observed by the City of Commerce.

Contractors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the contractor.

### 1.3 CONTACT PERSON & INQUIRES:

Contractors are encouraged to contact the **Finance Specialist by email at [bids@commercega.gov](mailto:bids@commercega.gov)** to clarify any part of the SCOPE or purpose of this RFP, or for questions pertaining to submittal requirements. All questions that arise must be submitted prior to ten (10) business days before the submittal due date (see 1.1) and shall be directed to the contact person in writing via email. Any unauthorized contact shall not be used as a basis for responding to this RFP and may result in the disqualification of the contractor's submittal. Contractors may not contact any elected official or other City of Commerce employees to discuss the proposal process or proposal opportunities. Contact of this nature will result in immediate disqualification of the contractor.

### 1.4 ADDITIONAL INFORMATION/ADDENDA

The City of Commerce will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Contractors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Addenda will be published at [www.commercega.gov](http://www.commercega.gov) under the "Business" tab. Contractors are encouraged to check this site regularly for immediate access to issued addenda. RFP information can also be requested as stated above (1.3).

***Contractors must acknowledge any issued addenda by including the Addenda Acknowledgement Form with the submittal. Proposals which fail to acknowledge the contractor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner's requirements***

### 1.5 LATE SUBMITTAL, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The City of Commerce assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

### 1.6 REJECTION OF PROPOSALS

The City of Commerce may reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure. ***Submittals received after said time or at any place other than the time and place will not be considered.***

### 1.7 MINIMUM RFP ACCEPTANCE PERIOD

Valid submittals shall not be withdrawn for a period of 60 days from the date specified for receipt of submittals.

### 1.8 NON-COLLUSION AFFIDAVIT

By submitting a response to this RFP, the contractor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the contractor has not directly or indirectly induced or solicited any other contractor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the contractor has not in any manner sought by collusion to secure to that contractor any advantage over any other contractor. By submitting a proposal, the contractor represents and warrants that no official or employee of the City of Commerce has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

### 1.9 COST INCURRED BY CONTRACTORS

All expenses involved with the preparation and submission of the RFP to the City of Commerce, or any work performed in connection therewith are the responsibility of the contractor(s).

### 1.10 RFP OPENING

RFP submittal prices will be opened and reviewed by a selected committee. A list of names of firms responding to the RFP may be obtained from the Finance Specialist, after the RFP due date and time stated herein. There will be a public opening, and a Tally Sheet will be available on the City's website or upon request following the deadline.

### 1.11 TAXES

Selected contractor will be provided with The City of Commerce Sales and Use Tax Certificate of Exemption number upon request.

### 1.12 CONTRACTOR INFORMATION

All submissions shall include a completed vendor master form and current W-9. Contractors whose place of business is other than the State of Georgia may be required to provide the Purchasing Agent with copies of your state's regulations and/or laws concerning the application of certain contractor preference requirements to contractors whose place of business is in the applicable state. Failure to provide this information will result in the disqualification of the contractor from submitting a proposal.

### 1.13 INSURANCE

Selected contractor will be required to provide proof of liability and workman's compensation insurance before work can begin on this City's project. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability should cover \$1,000,000 per incident. The contractor, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City. In the event the contractor is a government entity or a self-insured organization, different insurance requirements may apply.

The contractor shall provide and maintain for the life of the Contract/Agreement Worker's Compensation Insurance covering all employees with limits meeting all applicable state and

federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Worker's Compensation and Employer's Liability Insurance. A thirty (30) day notice of cancellation is required and must be provided to the City of Commerce via Certified Mail.

#### 1.14 TERMINATION

Federal, State, and other Local government agencies may terminate this agreement in the event funds are not appropriated for it in future periods; provided, however, that funds are also not appropriated for equipment or services that replace those contracted for under this agreement. Selected contractor shall be obligated for any future annual period if contractor is not notified in writing at least thirty (30) days prior to the beginning of the annual period for which non-appropriation is being claimed.

#### 1.15 ANTI-DISCRIMINATION

By submitting a response to this RFP, all perspective contractors certify to The City of Commerce they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, in every contract of over \$10,000 the provisions in 1.15.1 and 1.15.2 below apply:

1.15.1 During the performance of this contract, the contractor agrees as follows:

- 1.15.1.1 The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- 1.15.1.2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- 1.15.1.3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 1.15.1.2 The contractor will include the provisions of 1.15.1 above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

#### 1.16 ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Contractors submitting a response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b) (1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- 1.16.1 The form must be signed by an authorized officer of the contractor or their authorized agent.
- 1.16.2 The form must be notarized.
- 1.16.3 The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the City of Commerce and the contractor complete the

appropriate subcontractor and sub-subcontractor affidavits and return them to the City of Commerce a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

#### 1.17 SUBMISSION REQUIREMENTS

To facilitate evaluation of Proposals please submit the following:

- 1.17.1 One (1) fully executable electronic copy of the response (in Word or .pdf format) and any Technical Requirements (in Excel format).
- 1.17.2 Two (2) paper versions of the bid. **The original shall be clearly marked “original”.**
- 1.17.3 The proposals shall be prepared with a straightforward, concise delineation of the contractor’s capabilities to satisfy the requirements of this RFP.

#### 1.18 ACCEPTANCE

Submission of any proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise in the proposal.

#### 1.19 CITY GOVERNMENT

The City of Commerce operates under a council-manager form of government. This system of local government utilizes the strong political leadership of elected officials in the form of the City Council. The City Manager is hired to serve the council and the community and to bring the local government the benefits of training and experience in administering local projects and programs on behalf of the governing body. It is anticipated that the vendor may be required to make one or more appearances at City Council meetings to answer questions and present results. The documentation provided in this request for proposal is intended to provide a common methodology of development and basic technical skills for proposal purposes.

#### 1.20 BONDING

- 1.20.1 A performance bond in the amount equal to 100% of the contract amount will be required upon contract.
- 1.20.2 Each proposal must be accompanied with a bid bond in an amount equal to 5% of the base bid, payable to the City of Commerce and issued by a Corporate Surety authorized to do business in the State of Georgia, in order to guarantee that the contractor will enter into a contract to construct the project strictly within the terms and conditions stated in this RFP and in the proposal and Contract Documents, should the construction contract be awarded to him.

#### 1.21 FUNDING

Because this project may be funded as a whole or in part with Local Maintenance & Improvement Grant (LMIG) funds, all work performed must meet the Georgia Department of Transportation (GDOT) Standard Specifications and current American Disabilities Act (ADA) guidelines and the Public Right-of-Way Accessibility Guidelines (PROWAG).

## **SECTION II - GENERAL CONDITIONS**

### **2.0 PURPOSE**

The City of Commerce is issuing this Request for Proposal (RFP) for qualified professionals from respondents capable of completing and providing professional contractual services for the construction of a building, installation of sod, installation fencing and restoration of a parking lot.

### **2.1 CONTRACT PERIOD**

Any contract resulting from this RFP shall not exceed a period of 120 days from the time the notice to proceed is provided until completion of the project unless agreed to in writing by both parties. The sample contract provided with this RFP will be used to engage the contractor selected as a result of this RFP process. To that end it requests proposals from qualified firms that meet the specifications listed herein.

### **2.2 CONTRACT COST DETAILS**

Project cost shall be submitted for the totality of the project as a lump amount. An itemized breakdown of all associated costs, labor, and material totals for the project may also be submitted to justify said cost if deemed fit for a more competitive bid.

### **2.3 CERTIFICATIONS REQUIRED**

The successful contractor shall provide details of operator qualifications for all employees that will be part of the installation or construction. The operator qualifications reports are required before any construction can begin. A copy of the successful contractor's drug and alcohol testing plan is also required along with the latest PHMSA Drug and Alcohol Testing Data. While under contract with the City of Commerce this PHMSA Drug and Alcohol Testing Data shall be submitted to the City quarterly throughout the life of the contract.

### **2.4 ADMINISTRATION**

The project will be administered by the City of Commerce through the Finance Director, being the main point of contact for all questions during the proposal period. The Public Works Superintendent will be the main point of contact once the project is initiated.

### **2.5 PROCEDURES & MISC. ITEMS**

2.5.1 All questions shall be submitted in writing (e-mail is preferred) and will be communicated to all firms responding to this RFP.

2.5.2 All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the City of Commerce. All such materials shall remain the property of the City of Commerce and will not be returned to the respondent.

2.5.3 All respondents to this RFP shall hold harmless the City of Commerce, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present a proposal. The City of Commerce reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The City of Commerce also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason,

the City of Commerce shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.

2.5.4 Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the qualification package. However, the City of Commerce reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.

2.5.5 Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment of less than 30 days, however. Payment will be processed after completion of all construction and the successful testing of all installed products.

2.5.6 In case of failure to deliver goods in accordance with the contract terms and conditions, The City of Commerce, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which the City of Commerce may have.

2.5.7 By submitting a qualification package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the State of Georgia.

2.5.8 Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of Jackson County, Georgia and the State of Georgia. The contractor shall comply with applicable federal, state, and local laws and regulations.

2.5.9 It is understood and agreed between the parties herein that the City of Commerce shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

## **SECTION III – SCOPE OF WORK**

### **3.0 PROJECT SCOPE**

The City of Commerce seeks to engage a qualified contractor to construct a multi-use building to serve as a concession stand, public restroom facility and equipment shop. In addition, the contractor will level, install irrigation and lay sod for the playing area. The contractor will fence the entire site with the specifications noted in Section 3.0.5. The contractor will perform work to refurbish and restructure the north parking lot. The contractor must submit building and site plans for all aspects of the scope of work, as noted in the RFP, to the City of Commerce Planning and Zoning Superintendent. The building and site plans must be approved prior to the commencement of any and all work. The work site location will be Ridling Field at 414 Shankle Heights, Commerce, GA 30529.

#### **3.0.1 Multi-Use Building**

The Contractor shall submit for approval a building plan to the City of Commerce Planning and Development Superintendent for a multi-use building to serve as a concession stand, public restroom and an equipment shop. The building plan shall be based on schematic included in this RFP. The building plan shall include foundation, façade, utilities, appliances and all other specifications and standards for a multi-use recreational building as required by the Unified Development Code (UDC), Americans with Disabilities Act (ADA), the City of Commerce and the State of Georgia. Specifications required by the Commerce Recreation Department include but are not limited to:

- The building must be constructed with the following specifications to match current Recreation buildings in the City of Commerce.
  - a) Outer walls shall be constructed with lower half stone wall and upper half metal siding. The siding must be 29-gauge or greater, and the color must be light stone.
  - b) A minimum of three (3) lockable, weatherproof electrical outlets must be installed on the outside of the concession stand.
  - c) Two (2) large roll up doors to be installed for accessing equipment storage should be Raynor Model EC200 or comparable and should be black.
  - d) One (1) roll up door for concession stand should be Asta Mini Door Series 281 or comparable and should be black.
  - e) Door frames should be commercial grade metal, 16-gauge and black.
  - f) Doors should be commercial grade metal ASSA ABLOY 607 Series or comparable and should be black.
  - g) Door hardware should be heavy duty grade, and all locks must be keyed to match the same.
  - h) The concession area should be constructed as suitable for food handling. Electrical outlets are to be installed every 6 feet. A commercial grade stainless sink should be installed with a depth of 14 inches. Soap dispenser must be SCJ Proline Curve 91128 or comparable. Paper towel dispenser must be San Jamar Element 10 inch dispenser, Model T950TBK or comparable.
  - i) Electrical outlets must be installed every 12 feet in the equipment shop. One duplex (double outlet) must be installed in the equipment shop.
  - j) Restroom sinks should be commercial grade with tamper resistant covers over the connections. Restroom toilets should be commercial grade and must be flush valve toilets with sanitary style, open front seats. Toilet paper dispensers must be San Jamar Classic R2000TBK or comparable. Soap dispensers must be SCJ Proline Curve 91128 or comparable. Hand dryers must be XLERATOR brand or comparable.
  - k) Building shall include a commercial grade awning to cover public access areas of concession stand and public restrooms entryways and must be black.
  - l) Roof of multi-use building must be black.
  - m) An emergency egress “Knox Box” model 3200 shall be installed on the building at a location approved by the building official and installation of a spare set of all keys secured inside.
  - n) The building must have a complete installation of a Trane (or comparable brand) HVAC system, including a 1.5 ton/18,000 BTU heat pump. The system must have an air & heat unit rated at a minimum 50 CFM. Exhaust fans must be installed inside the concession, maintenance and both restrooms.

*The building should be constructed up to the current building code for City of Commerce and following the most current International Building Code standards for any and all aspects of the construction process. The structure must be ADA compliant.*

*The contractor is to obtain all permits necessary for the construction prior to the start of building construction.*

### **3.0.2 Playing Field Area – Level, Install Irrigation & Lay Sod for Playing Field Area**

- Level playing field area per approved site plan.
- Install irrigation.
- Lay Sod for playing field area within the site plan.

### **3.0.3 Concrete Walkway and Steps**

- Concrete walkway must be installed from the Multi-Use Building to the lower-level parking lot.
- Steps leading from upper-level parking lot to main level must be constructed.
- ADA ramp must be constructed from upper-level parking lot to main level.

*Specific to be determined at mandatory pre-bid meeting.*

**3.0.4 Refurbish and Restructure – Parking Lot North (approximately 944 Square Feet - Located at corner of Williford Street and Shankle Heights)**

- Sealcoat the existing parking lot and restripe according to the approved site plan.
- Parking lot must allow for ADA compliant parking spaces in both layout and number of required spaces.

**3.0.5 Install Fencing and Relocate Scoreboards**

- Install fencing to encompass entirety of the property, per the approved site plan, with the following specifications:
  - a) All fencing will be black in color.
  - b) The fence must be 6 feet high.
  - c) Fencing must be 8-gauge with 6-gauge finish.
  - d) Terminals must be a minimum of 3 inches in diameter, 40 weight line.
  - e) Line posts must be a minimum of 2.5 inches in diameter and 40 weight.
  - f) Top rail must be a minimum of 1 5/8 inches and 40 weight.
- Relocate scoreboards per direction of the Recreation Director

**3.0.6 Permits**

The Contractor shall obtain any and all permits required state and local entities for the scope of the work contained within the RFP.

**3.0.7 Traffic Control**

The Contractor shall maintain access to residential properties at all times during the course of work. Access should be provided by means of detours or by covering the work area when not actively mobilized. The Contractor shall furnish, install, maintain, and remove all necessary traffic signs, barricades, lights, signals, cones, and other traffic control devices, and shall provide all flagging and other means of traffic protection and guidance as required by Special Provision 150 of the Georgia Department of Transportation. Such work shall be considered incidental to the overall contract, and no additional compensation will be made, therefore.

**3.0.8 Utility Coordination**

The Contractor shall be responsible for calling in to and identifying all utility locations within the project area prior to the commencement of work. The City shall be notified immediately of any potential utility conflicts.

**SECTION 3.1 — SITE INSPECTION AND BID REQUIREMENTS**

**3.1.1 Pre-Bid Site Inspection**

The Contractor is responsible for inspecting the job site identified in Section 3 prior to submitting a proposal and is strongly encouraged to do so. Familiarity with existing site conditions, access constraints, and utility locations is the sole responsibility of the Contractor.

**3.2.2 Site Inspections**

Upon completion of each phase of work the contractor will contact the City of Commerce Planning and Zoning Superintendent to verify all work is consistent with the approved site plan. By submission of a proposal, the Contractor acknowledges full understanding of the existing conditions for each project phase.

## SECTION 3.3 — FINAL INSPECTION

### 3.3.1 Final Inspection

Upon completion of the entire project, the City of Commerce Building Inspector and Recreation Director will evaluate the scope of work to verify all aspects of work are complete. ***All debris must be hauled off prior to project completion and final acceptance by the City of Commerce.***

## SECTION 3.4 — COMPENSATION AND PAYMENT

Payment shall be made based on actual quantities installed at the unit prices established in the Contractor's proposal. All traffic control measures, utility coordination, site restoration, testing, materials, labor and inspection shall be considered incidental to the contract and included in the unit prices bid. No separate or additional compensation will be made for these items.

## 3.4 CONTRACTOR QUALIFICATIONS

- (a) Contractor must be insured
- (b) Subcontractors are allowed but must meet all requirements

## 3.5 SITE INSPECTIONS

The Contractor is advised to examine the location of the work and to inform himself fully as to its conditions, the conformation of the ground, the character, quality and quantity of the products needed preliminary to and during the execution of the work; the general and local conditions and all other matters which can in any way affect the work to be done under the Contract.

## 3.6 PROJECT COST

The cost shall include all costs, including, but not limited to, labor, material costs, travel, shipping, additional materials, etc.

## 3.7 PROJECT SCHEDULE

- (a) Commerce City Council awards the Proposal
- (b) Contract will be signed
- (c) Notice to proceed will be issued to vendor by the Finance Specialist
- (d) Contractor to provide a project schedule with start dates

## SECTION IV – PROPOSAL FORMAT

### 4.0 PROPOSAL FORMAT

In order to facilitate the analysis of responses to this RFP, contractors are required to prepare their proposals in accordance with the instructions outlined in this section. Each contractor is required to submit the proposal in a sealed package. Contractors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the City of Commerce. Contractors should be sure they have included an **electronic copy** of the response as part of their proposal. Instructions relating to each part of the response to this RFP are defined in the remainder of this section.

### 4.1 EXECUTIVE SUMMARY AND MANDATORY SUBMITTALS

The Executive Summary portion of the response to the RFP should be limited to a brief narrative highlighting the contractor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel.

## 4.2 COMPANY BACKGROUND

Contractors must provide the following information about their company so that the City can evaluate the contractor's stability and ability to support the commitments set forth in response to the RFP. The City, at its option, may require a vendor to provide additional support and/or clarify requested information. The contractor should outline the company's background, including:

- 4.2.1 How long the company has been in business.
- 4.2.2 A brief description of the company size and organization.
- 4.2.3 The number of and history of other government jobs performed.

## 4.3 CLIENT REFERENCES

Contractors should provide at least three (3) client references that are similar in size or complexity to the City of Commerce, located in the state of Georgia. Information should include at the minimum: name of client reference, name of agency, address, telephone, and e-mail.

## 4.4 BID SHEET

Contractor shall supply **their own** bid sheet and submit bid sheet or contract to be signed with the **overall lump sum** cost of the project for the scope of work listed above in totality. This format is a minimum requirement; contractors should add additional information to give a full picture of itemized service expenses. The contractor can present, in detail, features and capabilities of the proposed products. Please reference the "Project Scope" to gain further insight.

## 4.5 ADDENDA

If revisions become necessary, the City will provide written addenda to all contractors who have received the RFP. Said addenda will be posted on the City's website (see section 1.4 above). **All addenda issued by the City must be noted on any bids that are submitted to the City.** Contractors shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal/bid.

# SECTION V - SELECTION

## 5.0 FINAL SELECTION

Following review of all qualified proposals, selection of a suitable contractor, and preliminary contract negotiations, the project representative will make a recommendation to the City Council of Commerce. Following approval, the City will complete contract negotiations. The City of Commerce reserves the right to accept the response that is determined to be in the best interest of the City. The City reserves the right to reject any and or all proposals. Every contractor submitting a proposal must complete the form showing compliance with the **Illegal Immigration Reform and Enforcement Act of 2011, OCGA §13-10-90(b)(1)**. The form is provided with this RFP.

### 5.1 Evaluation Method

The City will evaluate all proposals deemed responsive to this request by a committee selected by the City of Commerce. One contractor will be awarded the overall construction project and can subcontract specific tasks if needed.

## 5.2 Selection Criteria

Responses to this RFP will be scored according to the following criteria:

- 5.2.1 Complete proposal - overall presentation
- 5.2.2 Applicant must show complete understanding of the entire project
- 5.2.3 The ability to complete the project within the timeline provided
- 5.2.4 Quality of previous projects of a similar nature reflected in resume
- 5.2.5 Cost

## **Required Forms for Submission**



## EXECUTION OF PROPOSAL

DATE: \_\_\_\_\_

The potential vendor certifies the following by placing an "X" in all blank spaces:

- \_\_\_ That this proposal was signed by an authorized representative of the firm.
- \_\_\_ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- \_\_\_ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- \_\_\_ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposal**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services/products for the prices quoted within the time frame required. The undersigned offers and agrees to furnish any or all of the items upon which prices are quoted at the price set opposite each item, in the quantities described, delivered to the point(s) specified, in accordance with the terms and conditions set forth herein. The laws of the State of Georgia shall prevail concerning all purchases and services under this contract.

I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

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Business Contact Representative

---

Operational Contact Representative

---

Vendor's Name

Federal ID #

---

Address

---

Phone

Fax

---

Email

---

Authorized Signature

Date

---

Typed Name & Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

Notary Public



## ADDENDA ACKNOWLEDGEMENT

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The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

---

Authorized Representative/Title  
(Print or Type)

---

Authorized Representative  
(Signature)

---

(Date)

---

***Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.***



## GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Name of Contracting Entity: \_\_\_\_\_  
Contract No. and Name: \_\_\_\_\_  
Contract Date: \_\_\_\_\_

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Commerce has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,\* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Commerce at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / E-Verify User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Signed by: Authorized Officer or Agent  
(Name of Person or Entity)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

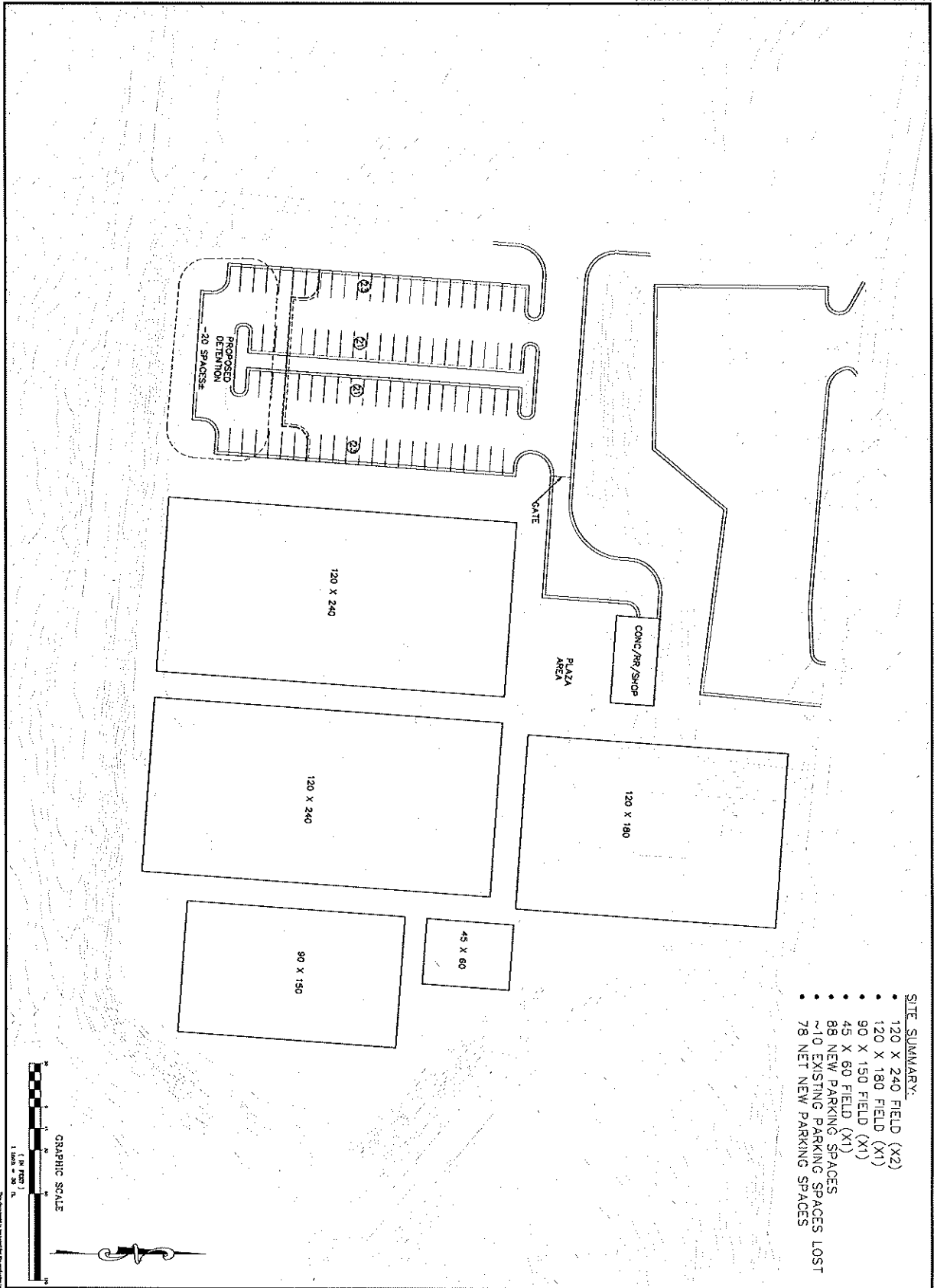
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
[NOTARY SEAL]  
Notary Public

My Commission Expires: \_\_\_\_\_

\* or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

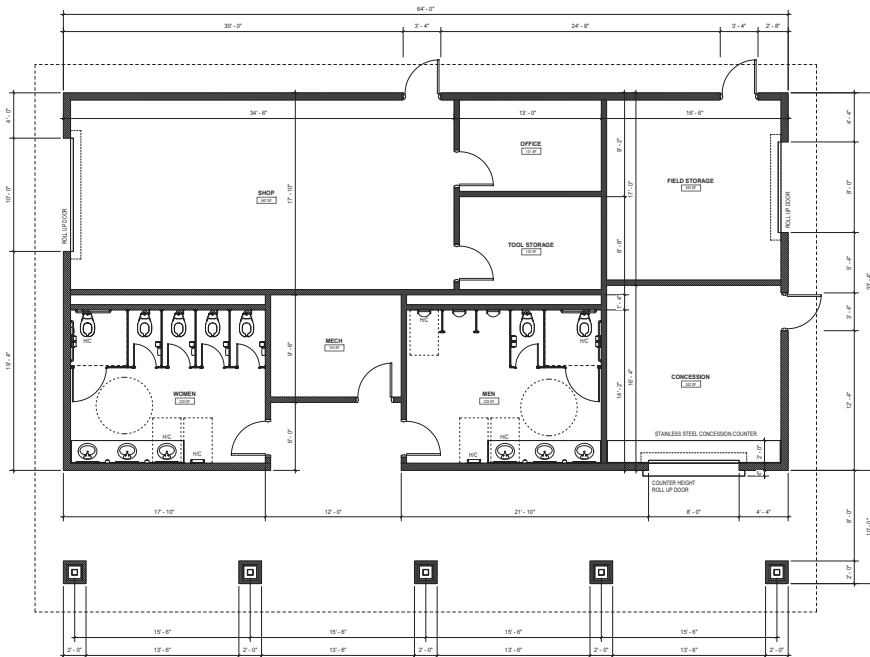
19 RFP 27-001  
Ridling Field Renovation – Phase 3



**SITE SUMMARY:**

- 120 X 240 FIELD (X2)
- 120 X 180 FIELD (X1)
- 90 X 150 FIELD (X1)
- 45 X 60 FIELD (X1)
- 88 NEW PARKING SPACES
- ~10 EXISTING PARKING SPACES LOST
- 78 NET NEW PARKING SPACES

|                                                                                                                                           |                            |                                                                                                                       |             |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------|
| <b>CLIENT NAME, INC.</b><br>6000 Anniversary Street<br>Dacula, GA 30070<br>Phone: (770) 255-4000<br>FAX: (770) 255-4001<br>www.hgbell.com |                            | <b>HUSSEY GAY BELL</b><br>Established 1958<br>3100 Rockbridge Blvd., Building 300, Dacula, GA 30006 / F: 770.923.1600 |             |
| Project Title                                                                                                                             | Commerce Ballfield Concept | Revision                                                                                                              | Description |
| Project Location                                                                                                                          | On Site                    | By                                                                                                                    | App.        |
| Land Use                                                                                                                                  | Recreation                 | Date                                                                                                                  |             |
| Owner                                                                                                                                     | City of Dacula             |                                                                                                                       |             |
| Prepared By                                                                                                                               | Robert Enderson            |                                                                                                                       |             |
| Checked By                                                                                                                                | Robert Enderson            |                                                                                                                       |             |
| Small Scale Print                                                                                                                         | 24x36                      |                                                                                                                       |             |
| Sheet Title                                                                                                                               | CONCEPT 1                  |                                                                                                                       |             |
| Sheet Number                                                                                                                              | C-A1                       |                                                                                                                       |             |



1 CONCESSION BUILDING PLAN  
1/4" = 1'-0"  
BUILDING = 2,134 SF  
CANOPY = 800 SF

SCHEMATIC DESIGN

HUSSEY GAY BELL  
Established 1958  
1000 Redwood Dr., Building 300, Santa Clara, CA 95050  
T: 770.421.1000

|         |           |
|---------|-----------|
| DATE    | 1/1/2020  |
| BY      | ARCHITECT |
| CHECKED | ARCHITECT |
| DATE    | 1/1/2020  |
| BY      | ARCHITECT |
| CHECKED | ARCHITECT |

|         |                    |
|---------|--------------------|
| PROJECT | COMMERCE BALLFIELD |
| DATE    | 1/1/2020           |
| BY      | ARCHITECT          |
| CHECKED | ARCHITECT          |

|         |                    |
|---------|--------------------|
| PROJECT | COMMERCE BALLFIELD |
| DATE    | 1/1/2020           |
| BY      | ARCHITECT          |
| CHECKED | ARCHITECT          |

CONCESSION BUILDING FLOOR PLAN

DRAWING NUMBER

A1.01