



**REQUEST FOR QUALIFICATIONS & PROPOSAL (RFP)
Rome Tennis Center – New Indoor Tennis Facility
Construction & Materials Testing Services**

Request for Proposal #011-19

February 21, 2019

The City of Rome, Georgia is requesting qualifications and proposals from firms to provide construction and materials testing services for the proposed Indoor Tennis Facility at Rome Tennis Center. The project is located at the existing Rome Tennis Center at 100 Match Point Way, Rome, GA 30165. The City of Rome reserves the right to accept, reject, and/or negotiate any or all proposals as determined by them to be in the City's best interest.

Submittals will be received until **2:00 p.m. on March 20, 2019** in the City of Rome Purchasing Department, 601 Broad Street, Rome, Georgia 30161 at which time and place all submittals will be publicly opened and acknowledged.

Interested parties may obtain a copy of the Request for Proposal package by logging on to the City of Rome, Georgia website, www.romefloyd.com or by contacting the City of Rome Purchasing Department at 706-236-4410, Johnna Allen (jallen@rome.ga.us)

CITY OF ROME, GEORGIA
By: Johnna M. Allen
Purchasing Director

Section 1 – Project Information

The project includes development of a new building of approximately 50,000 square feet, and related earthwork, foundations, site utilities, indoor tennis courts, hardscape and landscape improvements. The project will be constructed at the existing Tennis Center (refer to Exhibit B). Construction is anticipated to commence in May 2019, with Substantial Completion of the work in January 2020 (refer to Exhibit C).

List of Exhibits:

- Exhibit A – Cost Proposal Form
- Exhibit B – Project Site Aerial
- Exhibit C – Project Schedule
- Exhibit D – Minimum Special Inspector Qualifications

Supporting Documents:

- Drawings and Specifications

Section 2 – Scope of Work

In general, construction testing services will include materials testing and inspections for soils, erosion control, concrete, and Special Inspections. Testing and inspection requirements are more fully described in the Drawings and Specifications. Proposing firms must carefully review these documents to establish an understanding of the necessary testing and inspection services.

The construction testing firm shall propose the services it believes will be required to support the Owner in completing the project according to the Drawings and Specifications. The proposal shall state a maximum estimated cost for fees and expenses to provide required construction testing services, utilizing the Proposal Form provided with this RFP.

Section 3 - Submittal Requirements

The proposing firm shall submit the following items:

- A) Two (2) digital copies on travel drives and three (3) hard copies of your submittal, enclosed in a sealed envelope or box, addressed to Ms. Johnna Allen, Purchasing Director, 601 Broad Street, Rome, Georgia, 30162, and labeled “THE ROME TENNIS CENTER – CONSTRUCTION & MATERIALS TESTING SERVICES (RFP No. 011-19)”.
- B) Proposals will be received until **2:00 p.m. on March 20, 2019.**

Please organize your submittal in the following format:

A. Company Overview:

1. Cover letter (limited to two pages) summarizing the reasons your firm is best qualified to complete this project. Within the cover letter, include the following: a) proposing firm name and primary contact for this RFP, including telephone number and email address; b) address of company’s headquarters and, if applicable, the address of the branch office designated for this project.

2. Indicate number of years have you been in business under the company name stated above. Describe firm ownership structure and provide a brief firm history. Describe significant company changes that are anticipated to occur over the duration of this project.
3. List number of permanent employees by professional discipline. If a branch office will be utilized, indicate the employee breakdown by professional discipline for that office.

B. Insurance & Legal Information:

1. Provide a certificate of insurance showing current coverage for general liability, excess or umbrella liability, professional liability, worker's compensation, and vehicle insurance.
2. Has your firm ever defaulted on a contract? If so, explain.
3. Within the past five (5) years, has your firm been involved in litigation or arbitration with an owner? If so, describe each instance giving specific detail regarding the reasons for the claim and amount in dispute. Explain how the claim was resolved.
4. Provide documentation that your firm is an "Approved Testing Agency", meeting the requirements of IBC Section 1703 and ASTM E-329.

C. Project Team: Provide resumes of the primary team members who will have day-to-day responsibilities on this project. Include at least the Principal Engineer, Project Manager, Certified Special Inspector (list this person's certifications regarding I.B.C. Table 1704.2 – Minimum Special Inspector Qualifications), and Field Inspection Technicians.

D. Experience: Provide a description of the five (5) most relevant projects currently underway or completed within the last three (3) years. Include name of project, location, construction start/finish dates, and project owner (with contact name and current phone number). The City of Rome intends to contact the references provided for these projects.

E. Approach: Describe your firm's approach to providing construction and materials testing for this project, related to quality assurance, schedule adherence, coordination with the architect and general contractor. What sets your firm apart from others on this project? What unique approach and expertise does your firm bring to this project?

F. Cost Proposal: Provide a completed cost proposal form, utilizing the Excel document provided with this RFP. Please do not modify formulas within the document.

G. Draft Owner-Consultant Agreement: Provide a copy of the form of agreement that your company proposes for this project.

H. Other Information: Include supplementary information that you believe is relevant to this project.

I. Supporting Documents: Print and sign the supporting documents listed below (copies of each are provided as attachments to this RFP).

- Bidder's Declaration
- Certificate of Non-Discrimination
- Non-Collusion Affidavit
- Drug Free Work-Place Certification
- E-Verify Affidavit
- SAVE Affidavit
- Tax Identification and Certification (W-9)
- State of Georgia Prompt Pay Act Affidavit

- As applicable, on your firm's letterhead, provide the statement: "The firm acknowledges the receipt of Addenda ____ (list each number)."

Please limit your submittal to forty (40) single-sided pages or twenty (20) double-side pages, not counting front and back covers.

Section 4 - Questions and Interpretations

Interpretations: Please do not contact City officials, or other members of the project team, for interpretations concerning this Request for Proposal, as oral responses will not be provided. Every inquiry or request for interpretation shall be submitted via e-mail to Johnna Allen (jallen@romea.us)

Addenda Questions and Answers: Responses to inquiries and requests for interpretations, or any supplemental instructions, will be provided in an Addendum and posted on the City of Rome Georgia website (www.romefloyd.com). It is the responsibility of all interested parties to visit the stated website frequently during the open proposal period to insure receipt of any new information or questions and answers that may be posted. **Questions must be submitted by 2:00PM on March 6, 2015.**

Section 5 – Selection Process

The Owner reserves the right to select the firm that, in Owner's judgement, will provide the best value for this project. The Owner will review and evaluate the RFP responses, and determine the firm that demonstrates the greatest capabilities and relevant experience, proposes a reasonable cost, and is the most advantageous in fulfilling the Owner's goals for this project. The criteria used to evaluate responses will include, but are not limited to, the following:

- Similar project experience.
- Qualifications of the proposed project team.
- Approach to providing testing services to meet the Owner's quality goals and schedule.
- References provided from past project clients.
- Cost proposal.

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

- That the bidder has carefully read and fully understands the full scope of the specifications:
- That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
- That the bidder has liability insurance and a declaration of insurance form is included in the bid package.
- That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **March 20, 2019 at 2:00 p.m.** but may not be withdrawn after such date and time.
- That the City of Rome reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The City of Rome reserves the right to waive any technicalities and formalities in the bidding.
- That by submission of this bid the bidder acknowledges that the City of Rome has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.
- If a partnership, a general partner must sign.
- If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

Name Title

Name Title

AFFIX CORPORATE SEAL (If Applicable)

Please attach the company contact's business card:

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Rome. The bidders may be declared, by the City of Rome, ineligible for further contracts with the City of Rome until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER

SIGNATURE

TITLE

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the City of Rome or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Rome or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this _____ day of _____ 20_____

NOTARY PUBLIC

STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT

THIS AFFIDAVIT IS TO ACCOMPANY THE BID

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 15 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

Firm Name: _____

Signature: _____

Title: _____

Subscribed and Sworn to before me this _____ day of _____, 20_____

Notary Public

CITY OF ROME

DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the Bidder certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the “Drug-Free Workplace Act” will be complied with in full. The Bidder further certifies that:

1. A drug-free workplace will be provided for the Bidder’s employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: “As part of the subcontracting agreement with (contractor’s name), (subcontractor’s name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7).”

By signature on this certificate, the Bidder further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Bidder: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

CITY OF ROME, GEORGIA
E-VERIFY COMPLIANCE AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Rome, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A, § 13-10-91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work

Authorization User Identification number
(Not Required if Less than 10 Employees)

Signature (if less than 10 employees)

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____(city) _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20_____

NOTARY PUBLIC
My Commission Expires:

CITY OF ROME, GEORGIA

SAVE COMPLIANCE AFFIDAVIT

O.C.G.A § 50-36-1(e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a (n) Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Rome, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United State citizen.
- 2) _____ I am a legal permanent resident of the United States
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.
My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC

My Commission Expires: