



## **Request for Proposal (RFP) Brookshire Park**

Contact Information:

Gordon County  
Attn: Purchasing Director  
201 North Wall Street  
Calhoun, Georgia 30701

(706) 879-2198  
[mvaughn@gordoncounty.org](mailto:mvaughn@gordoncounty.org)

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## 1.0 Overview

The Commissioners of Gordon County issue this Request for Proposal for a design, construction and implementation vendor. The County desires to enhance the Brookshire Park to emphasize recreational activities center around its location on the Oostanaula River. The County would like the park to stress the water activities including fishing cleaning station or stations, river viewing decks and any other elements enhancing the river experience- such as launching kayaks, canoes and other water crafts. The boat ramp is very steep and makes launching kayaks and canoes difficult. Any added amenity shall require minimum upkeep and maintenance; i.e. concrete, steel, etc. This 8.5 acre park is located on SR 156 West currently consists of a public boat ramp into the Oostanaula River and gravel parking. This is a SPLOST funded project with a total budget amount of \$369,000.00, including the design fees. Your proposal should not exceed the allocated budget.

The Brookshire Park Project will consists of approximately 8.5 acres to be developed:

- Permitting (Land Disturbance/NPDES Storm water; No-Rise Certification)
- Grading and Storm Water management design
- River Water Feature
- Utilities if applicable
- Site electrical and lighting
- And construction elements

## 2.0 Request for Proposal

### 2.1 Inquiries

All inquiries related to this RFQ are to be directed to the Gordon County Purchasing Director, Martin Vaughn, and Gordon County Recreation Director Don Holley. Information obtained from any other source is not official and should not be relied upon. Martin Vaughn ([mvaughn@gordoncounty.org](mailto:mvaughn@gordoncounty.org)) – Don Holley – ([dholley@gordoncounty.org](mailto:dholley@gordoncounty.org))

### 2.2 Submitting a Response

Respondents should deliver a signed original **hard copy, 1 copy** and **one electronic copy** (CD or USB drive) by 2:00 p.m. on 8/22/2018 to the following address.

Gordon County  
201 North Wall Street  
Calhoun, GA 30701

Responses must **not** be sent by facsimile or e-mail. Responses and their envelopes should be clearly marked with the name and address of the respondent and the title of this RFQ **“Brookshire Park Project”**.

### 2.3 Acceptance of Responses

An acceptable response shall fully address the submission requirements, be legibly signed in ink by the respondent, and be submitted on time to the proper address. Any response that does not comply with the instructions provided shall not be accepted.

## **2.4 Tentative Timeline**

<b>Issue RFP</b>	<b>7/23/2018</b>
<b>Begin Advertising</b>	<b>7/23/2018</b>
<b>Inquiry Deadline (5:00 p.m.)</b>	<b>8/17/2018 at 4PM</b>
<b>Submittal Deadline (2:00 p.m.)</b>	<b>8/22/2018 2PM</b>
<b>Evaluation of Submitted RFP's</b>	<b>8/22 thru 9/3/2018</b>
<b>Possible Selection</b>	<b>9/4/2018</b>

## **2.5 Review and Selection Process**

The proposal will be checked and evaluated and the proposal best meeting the vision of an enhanced river experience within budget will be recommended to the Gordon County Board of Commissioners. Responses not meeting all criteria will not be considered for review. Vendors **may** be contacted for an in-person presentation and question and answer session.

## 3.0 RESPONSE FORMAT

All interested parties submitting proposals shall include the following information in this order and tabbed as follows as indicated below. Any deviation from this format may cause your submission to be considered nonresponsive.

**3.1** Brief history, profile, and location of the vendor, number of years the vendor has been in business and **the name, telephone number, and e-mail address of the contact person for this project.**

**3.2** Any information that the vendor deems makes them uniquely qualified to perform this project.

**3.3** References from at least three clients that the vendor has performed similar services. To Include:

**Project name, Client Contact (phone and e-mail), Description of Project, Photos if available And Timeframe of when and how long for project**

**3.4** Your design for the Brookshire Park – to include any elaboration on how the design meets the desire to enhance the river experience at the park.

**3.5** Statement that the following insurances can be obtained:

Automobile liability insurance in the amount of at least \$500,000 for each occurrence.

General liability insurance of at least \$1,000,000.

Each insurance policy shall name the Gordon County Board of Commissioners as an additional insured.

**3.6** Your not to exceed price to perform all elements of your design

**3.7** Proof that the consultant is authorized to do business in the State of Georgia.

**3.8** Completed - Disclosure and Responsibility Statement in Section 4 of this document

#### 4.0 DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your being disqualified from further consideration as non-responsive.

1. List any convictions you and any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
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2. List any indictments or convictions of you and any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.
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3. List any convictions or civil judgments under states or federal antitrust statutes.
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4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
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5. List any prior suspensions or debarments by any governmental agency.
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6. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.
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## 5.0 General Terms and Conditions

- There are no expressed or implied obligations for Gordon County to reimburse responding companies for any expenses incurred in preparing proposals in response to this RFQ.
- The county reserves the right to request clarifications regarding information submitted as well as request additional information from one or more parties submitting qualifications.
- By submitting qualifications, a party certifies that it has fully read and understood this RFP, has reviewed the attached documents (if any), and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the requirements of the services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company of their obligation to enter into a contract and to completely perform the contract in strict accordance with this RFQ.
- No proposals may be withdrawn or revoked for a period of 60 days after date of opening.
- Ownership of all data, materials, and documentation prepared for and submitted in response to this RFP shall belong exclusively to Gordon County and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.
- The Gordon County Board of Commissioners reserves the right to reject any or all proposals, call for new proposals, to waive any informalities in a proposals, and to select the qualified parties. The Gordon County Board of Commissioners reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Board to be in the best interest of citizens of Gordon County.
- This RFP shall be governed in all respects by the laws of the State of Georgia and the successful proposing parties shall comply with all applicable federal, state, and local laws and regulations.
- By submitting their qualifications, all proposing parties certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any Gordon County employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.
- The proposing parties specifically certify in submitting their proposals that they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery, and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.
- By submitting their qualifications, all proposing companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.
- The successful Consultant selected shall agree to indemnify and hold the Gordon County harmless from claims, demands, suits, causes of action and judgments arising from the Consultants performance, including claims of professional malpractice or negligence.