

**REQUEST FOR PROPOSAL  
CARROLL COUNTY BOARD OF COMMISSIONERS**

**SCOPE OF SERVICES  
PHASE I ARCHAEOLOGICAL SURVEY  
(Solicitation No 10-A015)**

“County” in all instances refers to Carroll County Government

**1. Intent/Background**

The Carroll County Board of Commissioners is soliciting proposals from qualified firms to conduct a Phase I Archaeological Survey at the storm/flood damaged McIntosh Reserve Park located at 1046 W. McIntosh Circle, Whitesburg, GA 30185. The park, located on the Chattahoochee River, sustained heavy damage during the severe storms and flooding of 18 September – October 8, 2009. This flooding resulted in approximately 76,000 cubic yards of sand and mud being deposited over 58 acres of this 527 acre park. The federal government has declared Carroll County as a major disaster area as a result of these floods. In accordance with Section 106 of the National Historic Preservation Act (NHPA), as amended, the U.S. Department of Homeland Security Federal Emergency Management Agency (FEMA) has determined that the McIntosh Reserve Park Project constitutes a Federally-assisted Undertaking (as defined in 36 CFR Section 800.16), and as such, has initiated Section 106 consultation with the State Historic Preservation Office (SHPO). The Georgia Department of Natural Resources, Historic Preservation Division has assigned project number HP-091110-003 to this project.

This survey is being mandated by (FEMA), in consultation with the (SHPO), to determine if the clean-up/restoration of the park, may result in an adverse effect on the potentially eligible known and unknown archaeological resources within the park. This Phase I Archaeological Survey must be conducted prior to any debris disposal or restoration of the site. The area to be surveyed includes all areas within the park boundaries that were damaged by the flooding, including the areas of sand/silt deposition, the eroded stream banks, and the horse trail/walking trail area.

Background: McIntosh Reserve Park is a 527 acre facility operated by the Carroll County Parks and Recreation Department. Named for Chief William McIntosh, Jr., a half-blooded member of the Lower Creek Indian Tribe, the park contains land that was once the primary residence of Chief McIntosh, and his grave site. The park also contains picnic shelters, camp sites, horse-riding trails and hiking trails.

According to information obtained from the SHPO, there are fifteen previously recorded archaeological sites within the park boundaries which may be affected by the proposed cleanup operation. The potentially affected sites include 9CL11,

9CL113, 9CL162, 9CL164, 9CL183, 9CL211, 9CL250, 9CL251, 9CL252, 9CL253, 9CL254, 9CL255, 9CL256, 9CL257, and 9CL295. The eligibility of these sites for listing in the National Register of Historic Places is not known at this time. Precise boundaries are also not known for the sites. Additionally, FEMA is concerned that previously unrecorded archaeological sites may exist within the affected area. Exhibit (1) is provided with these sites.

The minimum qualifications and the scope of work are described on the following pages. Prior project experience in conducting Phase I Archaeological Surveys is required of all firms.

## **2. Qualifications of firms and/or Principles:**

The County desires to retain a firm and/or principles with prior experience in each of the areas identified in the scope of work. Additionally, the County desires to retain a firm and/or principles with established relationships with the Georgia Department of Natural Resources (Historic Preservation Division) and FEMA. Each firm and/or principle submitting a proposal must meet the following minimum qualifications:

- A. Have completed Phase I Archaeological Surveys for other counties and/or cities within Georgia within the last five years. Each firm should demonstrate they have prepared and submitted reports which meet all Department of Natural Resources and FEMA requirements. Each proposing firm shall provide project references, including the point of contact and telephone number of the client.
- B. Be registered on the Georgia Department of Natural Resources Consultants Directory.
- C. Have established relationships with the Georgia Department of Natural Resource (Historic Preservation Division) and FEMA. This requirement shall be satisfied by providing the name and telephone number of employees who are familiar with the firm and/or principle.
- D. Has the capability of conducting a Phase II Survey, if necessary or directed by FEMA.
- E. Able to start project immediately after award of contract. McIntosh Reserve Park is currently closed, and will remain closed until this Phase I Survey is accomplished and the subsequent clean-up completed.

### 3. Submittal Requirements/Format

All work to be performed shall be carried out by certified and experienced personnel. Qualified submittals shall include the following:

Three (3) copies of the sealed qualifications must be delivered to:

Carroll County Board of Commissioners  
Purchasing Department, Room 410  
423 College Street  
Carrollton, GA 30117  
Attn: Russ Benedict, Purchasing Manager

The qualifications shall be delivered no later than **3:00 PM ET on Wednesday, February 17, 2010**. Each response should be marked on the outside of the envelope with **“Sealed Proposal – PHASE I ARCHAEOLOGICAL SURVEY (Solicitation No 10-A015), February 17, 2010”**.

Format: The proposal shall be on 8 ½ x 11 inch paper and organized in sections following the order specified under contents.

Contents: Proposal shall contain the following information:

- A letter of transmittal signed by an individual authorized to bind the proposing entity.
- A Table of Contents listing the material by section and by page number.
- A listing of Georgia Clients (county, city or state) the bidder has completed projects similar in size and scope. Bidders shall provide the client name, address and phone number.
- Provide a listing of SHPO and FEMA employees who are familiar with the firm and/or principles work in the State of Georgia. List should include name, title and phone numbers.
- Provide a conceptual plan for services to the County that you believe are appropriate for the County. Indicate how the resources of your firm (e.g. number and type of personnel allocated by hours) will be allocated for this project. Submittal of a project schedule is required for this proposal. The County is seeking a firm who can start immediately after award.
- Complete Summary Sheet, Exhibit A.
- Complete the acknowledgement of compliance for insurance requirements and attach a copy of a valid insurance certificate for the firm's general

liability, automobile insurance, and proof of adequate worker's compensation coverage for employees, Exhibit B.

- Degree of work, if any, that is to be subcontracted.
- Complete the Certificate of Qualifications, Exhibit C.
- Complete the Affidavit Verifying Status for Carroll County Public Benefit Application, Exhibit D.
- Complete the Contractor Affidavit and Agreement (E-Verify), Exhibit E
- Complete the Sub-Contractor Affidavit and Agreement (E-Verify), Exhibit F.

#### **4. Pre-Bid Conference**

There will be a Pre-Bid Conference on Wednesday, February 3, 2010 at 1:00 PM at the McIntosh Reserve Office. The address for this facility is 1046 W. McIntosh Circle, Whitesburg, GA 30185. All potential bidders are encouraged to attend.

#### **5. County Point of Contact**

Policy and procedural questions should be directed to: Russ Benedict at (770) 830-5868 or email: [rbenedict@carrollcountyga.com](mailto:rbenedict@carrollcountyga.com)

#### **6. Minimum Criteria Used to Determine Responsibility and Responsiveness of Proposals**

- Does the Provider demonstrate an understanding of the County's needs?
- Does the Provider possess the ability, capacity, skill, and financial resources to provide the requested service?
- Can the Provider take upon itself the responsibilities set forth in the RFP and produce the required outcomes in this RFP?
- Has the Provider performed satisfactorily in previous contracts of similar size and scope; has it otherwise demonstrated its capacity to perform the contract the County seeks to establish through this RFP?
- Does the Provider have all necessary certification to perform stated work?
- Can the Provider start work immediately after award?

## **7. Scope of Services**

The Scope of Services, as may be modified through negotiation and/or by written addendum issued by the County, will be made a part of the Agreement.

Services shall include, but not be limited to, the following:

A. Phase I Reconnaissance Survey

Phase I reconnaissance survey of the 58 acres affected by the flood at the Carroll County McIntosh Reserve Park. The contractor must locate and obtain site boundaries for all recorded and presently unrecorded archaeological resources within the 58 acres. Because of the proximity of the affected area to the Chattahoochee River, FEMA is concerned about the existence of buried deposits. Therefore, to address the issue of locating previously identified and unidentified sites, FEMA recommend that the affected area be trenched at 20 meter intervals. If sites are located, the sand/mud overburden should be removed, and the area shovel tested to identify site boundaries. All shovel tests shall be screened. The affected area also includes approximately 5200 linear feet of highly eroded stream bank. The stream bank should be closely examined to see if any cultural material has been exposed by the storms and subsequent flooding.

B. The bidder is responsible for obtaining all permits required for this project. This includes permits and authorizations from the Army Corp of Engineers, Natural Resources Conservation Service (NRCS) and the Georgia Department of Natural Resources (Environmental Protection Division) as well as any other agencies which may be involved. The bidder shall be responsible for researching and determining all established buffer zones established by the Army Corp of Engineers and the EPD.

C. The bidder shall be responsible for all equipment and tools required to conduct this survey. Any subcontracting or rental of equipment (tractor, etc) should be included in the proposal.

D. The firm shall prepare a report of their finding to the County for further submission to FEMA. This report should be in a format acceptable to FEMA and SHPO. It is the selected firm's responsibility to ensure their format is acceptable to these agencies.

## **8. Terms**

The Term of the Agreement will be for the satisfactory completion of the project.

## **9. Insurance Requirement**

Firms shall procure and maintain insurance for the duration of the contract against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by Consultant, its agents, representatives, or employees.

Types of Insurance Required: As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

- (a) General Liability: \$1,000,000.00 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-from property damage, and underground, explosion and collapse hazard. Defense costs shall be paid in addition to the limits.
- (b) Automobile Liability Insurance: \$1,000,000.00 combined single limit per accident for bodily injury and property damage including owned, hired and non-owned.
- (c) Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor Code of State of Georgia and Employers Liability of \$100, 000.00 per accident.

A "Certificate of Liability Insurance" showing Carroll County Board of Commissioners, as the Certificate Holder, will be provided.

## **10. Safety Measures**

Contractor shall take all necessary precautions for the safety of employees on the worksite and shall erect and properly maintain at all times, as required on job conditions and progress of the work, all necessary safeguards for the protection of the workmen and public.

## **11. Price**

The price will remain firm/fixed for the term.

## **12. Payment**

Invoices will be submitted to:

Carroll County Board of Commissioners  
P.O. Box 338  
Carrollton, GA 30117

Accounts are NET 30 DAYS.

### **13. Notice to Contractors**

Each bidder, before submitting a proposal, shall become fully informed as to the extent and character of the work required. No consideration will be granted for any alleged misunderstanding of the services, nor work to be done; it should be understood that the submission of a proposal is an agreement with all the items and conditions referred to herein.

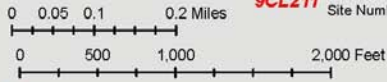
R. Benedict  
Purchasing Manager

# McIntosh Reserve Carroll County, Georgia

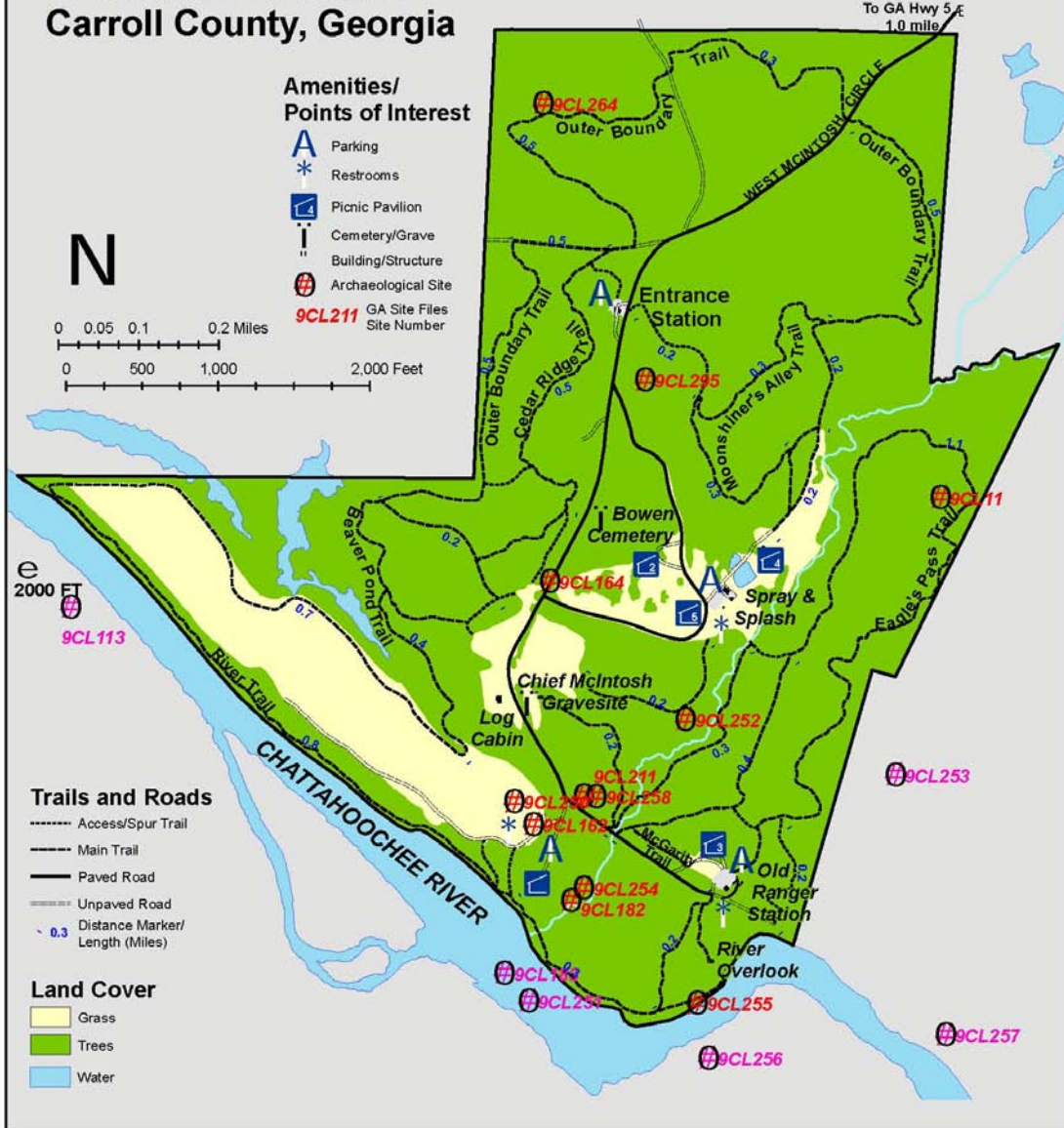
## Amenities/ Points of Interest

- Parking
- Restrooms
- Picnic Pavilion
- Cemetery/Grave
- Building/Structure
- Archaeological Site
- GA Site Files Site Number

N



To GA Hwy 5  
1.0 mile



CARROLL COUNTY BOARD OF COMMISSIONERS

SUMMARY SHEET

Firm Name: \_\_\_\_\_

Firm Parent or Ownership: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Firm Telephone Number: \_\_\_\_\_

Firm Fax Number: \_\_\_\_\_

Number of years in existence: \_\_\_\_\_

Management Contact (person responsible for direct contact with Carroll County and services required for this Request for Proposals):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Project Manager (Person responsible for day-to-day servicing of the account):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Types of services provided by the firm: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CARROLL COUNTY BOARD OF COMMISSIONERS**

**CONTRACTOR'S ACKNOWLEDGEMENT OF COMPLIANCE WITH  
INSURANCE REQUIREMENTS FOR PHASE I ARCHAEOLOGICAL  
SURVEY REQUEST FOR PROPOSALS**

Contractor agrees, acknowledges and is fully aware of the insurance requirements as specified in **Insurance Requirements** of the Request for Proposals for Phase I Archaeological Survey, and accepts all conditions and requirements as contained therein.

Firm: \_\_\_\_\_  
Name (Please Print)

By: \_\_\_\_\_  
Contractor's Signature

Date: \_\_\_\_\_

**This executed form must be submitted with Scope of Work proposal.**

**CARROLL COUNTY BOARD OF COMMISSIONERS**

**CERTIFICATION OF QUALIFICATIONS**

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish Services to the County in accordance with the Request for Proposal (RFP), dated January 27, 2010, and to be bound by the terms and conditions of the RFP.
2. This firm has carefully reviewed its proposal and understands and agrees that the County is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.
3. It is understood and agreed that the County reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the County.
4. The proposal includes all of the commentary, figures and data required by the Request for Proposal, dated January 27, 2010.
5. The proposal shall be valid for 60 days from February 17, 2010.

Name of Firm: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# Affidavit Verifying Status for a Carroll County Public Benefit Application

By executing this affidavit under oath, as a bidder for **REQUEST FOR PROPOSAL** or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my proposal for **10-A015 – Phase I Archaeological Survey** for

\_\_\_\_\_ [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity], a representative for \_\_\_\_\_ [Name of business or corporation].

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

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 Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:      Date:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ \* \_\_\_\_\_  
Alien Registration number for non-citizens

Notary Public  
My Commission Expires:

**\*Note:** O.C.G.A. § 50-36-1 (e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provided their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

\_\_\_\_\_



**CONTRACTOR AFFIDAVIT AND AGREEMENT (E-VERIFY)  
RFP 10-A015 – PHASE I ARCHAEOLOGICAL SURVEY**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individuals, firm, or corporation which is contracting with the Carroll County Board of Commissioners has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs 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], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Carroll County Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Carroll County Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
E-Verify \* User Identification Number

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Signature)

\_\_\_\_\_  
Date

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

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

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

\_\_\_\_\_



**SUBCONTRACTOR AFFIDAVIT AND AGREEMENT (E-VERIFY)  
RFP 10-A015 – PHASE I ARCHAEOLOGICAL SURVEY**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individuals, firm, or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ on behalf of the Carroll County Board of Commissioners has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs 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], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
E-Verify \* User Identification Number

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Signature)

\_\_\_\_\_  
Date

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

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

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_