

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

**SCOPE OF SERVICES  
FLOOD AND STORM DAMAGE REPAIRS/CLEAN-UP AT  
MCINTOSH RESERVE PARK  
(Solicitation No 10-A016)**

“County” in all instances refers to Carroll County Government

**1. Intent/Background**

The Carroll County Board of Commissioners is soliciting proposals from qualified companies to conduct FLOOD AND STORM DAMAGE REPAIRS/CLEAN-UP at 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. The federal government has declared Carroll County as a major disaster area as a result of this flooding. The flooding resulted in approximately 76,000 cubic yards of sand and mud being deposited over 58 acres of this 527 acre park.

The total park is currently closed to the public due to this flood and storm damage. The County is currently undergoing a Federal Emergency Management Agency (FEMA) mandated Phase I Archaeological Survey on the 58 acres of affected area. Results from this Phase I survey are expected around the beginning of May and may affect the scope of work of this RFP. The survey is being conducted to identify any known or unknown archaeological resources which may be impacted by the restoration/clean-up. The County is currently considering a partial reopening, pending the outcome of the Phase I Archaeological Survey.

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. You may visit our websites at [www.carrollcountyga.com](http://www.carrollcountyga.com) and [www.carrollcountyrec.com](http://www.carrollcountyrec.com) for additional information.

In an effort to streamline the restoration of the park (anticipating a summer park opening), the County is moving forward in selecting a company for the restoration project. Timelines and start dates may need to be modified depending on the outcome of the Phase I Archaeological Survey. The minimum qualifications and the scope of work are described on the following pages.

**2. 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 proposal 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 Thursday, April 15, 2010**. Each response should be marked on the outside of the envelope with **“Sealed Proposal – FLOOD AND STORM DAMAGE REPAIRS/CLEAN-UP AT MCINTOSH RESERVE PARK (Solicitation No 10-A016), April 15, 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 company.
- 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 conceptual plan, including schedule, for services that you believe are appropriate for this project. Indicate how the resources of your firm (e.g. number and type of personnel, equipment) will be allocated for this project. Explain how your plan will minimize the affect/impact on possible historical resources and the surrounding environment.
- Complete BID FORM, Exhibit D.
- Complete the acknowledgement of compliance for INSURANCE/BID BOND/PERFORMANCE BOND 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 E.

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

### **3. Pre-Bid Conference**

There will be a Pre-Bid Conference on Thursday, April 8, 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.

### **4. 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)

### **5. 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, equipment 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?
- Has the Provider performed satisfactorily in previous projects of similar size and scope; has it otherwise demonstrated its capacity to perform the scope of work 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?
- Does the Provider have appropriate Bid Bond with proposal?
- Can the Provider meet the Performance Bond requirement?

## 6. 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.

Exhibits A through C are provided to show where the deposits are located and the volume of sediment present. Services shall include, but not be limited to, the following:

### A. General

- The intent of this restoration is to put the park back in a pre-disaster condition as soon as possible. The County's intent is to open the park as early as possible in the upcoming summer season.
- There must be direct coordination/communication between the contractor and park personnel to ensure the following items are adhered to:
  - Every effort must be made to ensure all historical resources are not disturbed in the clean-up process. This pertains to historical resources in and out of the affected 58 acres.
  - Every effort must be made to ensure living vegetation and their roots systems are undisturbed by the restoration and the movement of equipment through the park.
  - The buffer zones along the Chattahoochee River, and all streams within McIntosh Reserve Park, will be respected and no intrusions will be allowed without specific instructions from park personnel.

### B. Deposit Removal (Sand, silt and mud)

- To the maximum extent possible, sediment will be removed down to the pre-disaster ground level. Every effort must be made to prevent penetration into this pre-disaster ground layer.
- To the maximum extent possible, sediment will be distributed to various locations within the park property. Park personnel will direct this distribution to areas requiring fill and to staging areas, for future distribution by

park personnel. Any off-park removal will be addressed via change order.

- The distribution routes will be determined by park personnel and must be strictly adhered to. This will reduce the affects of the restoration on the park.
- All man-made debris found in the sediment must be removed and placed in a dumpster, provided for by the bidder, for further disposal off-site. Bidder is responsible for this coordination and expense.

C. Vegetative Debris Removal

- All vegetative debris, including downed trees, will be processed using a wood chipper. All wood chips will be spread on trails within the park; excess wood chips will be gathered and staged in areas, for future distribution by park personnel. Trails and staging areas will be designated by park personnel.
- A centralized staging area will be designated, by park personnel, for the accumulation and chipping of limbs and smaller trees.
- It may be advantageous to deploy the chipper to the site of some of the larger downed trees, especially near the riverbank area. This must be pre-approved by park personnel.
- Some downed trees that are currently attached to the Chattahoochee River bank will be cut loose from the root ball and chipped accordingly. Root balls shall remain in place.

D. Man-Made Debris Removal (Upstream debris carried into the park and deposited by the flood waters from the Chattahoochee River.)

- This type of debris will be removed from the sediment, trees and shrubs.
- Bidder is responsible for providing a 40 yard dumpster with pick-up. Since an exact amount of debris cannot be determined until actual clean-up, bidder shall bid one dumping. Additional dumping will be addressed via change order.

E. Seeding

- All areas affected by the restoration project will be hydro-seeded. The grass seed shall blend-in with the other areas of the park.

**7. Terms**

The Term of the Agreement will be for the satisfactory completion of the project. It is anticipated that this project will begin the week of 17 May 2010. This date may be modified pending results on the Phase I Archaeological Survey.

**8. Insurance/Bid Bond/Performance Bond**

Companies 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 Contractor, 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 Contractor 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.

(d) Performance Bond: A Performance Bond shall be required for an amount equal to the bid price. The Performance Bond shall be provided to the County within 10 days of Intent to Award.

(e) Bid Bond: A 5% Bid Bond is required with the proposal.

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

## **9. 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.

## **10. Price**

The price will remain firm/fixed for the term.

## **11. Payment**

Invoices will be submitted to:

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

Accounts are NET 30 DAYS.

## **12. 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.

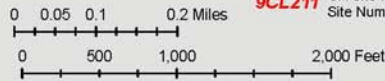
R. Benedict  
Purchasing Manager

# 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 E  
1.0 mile

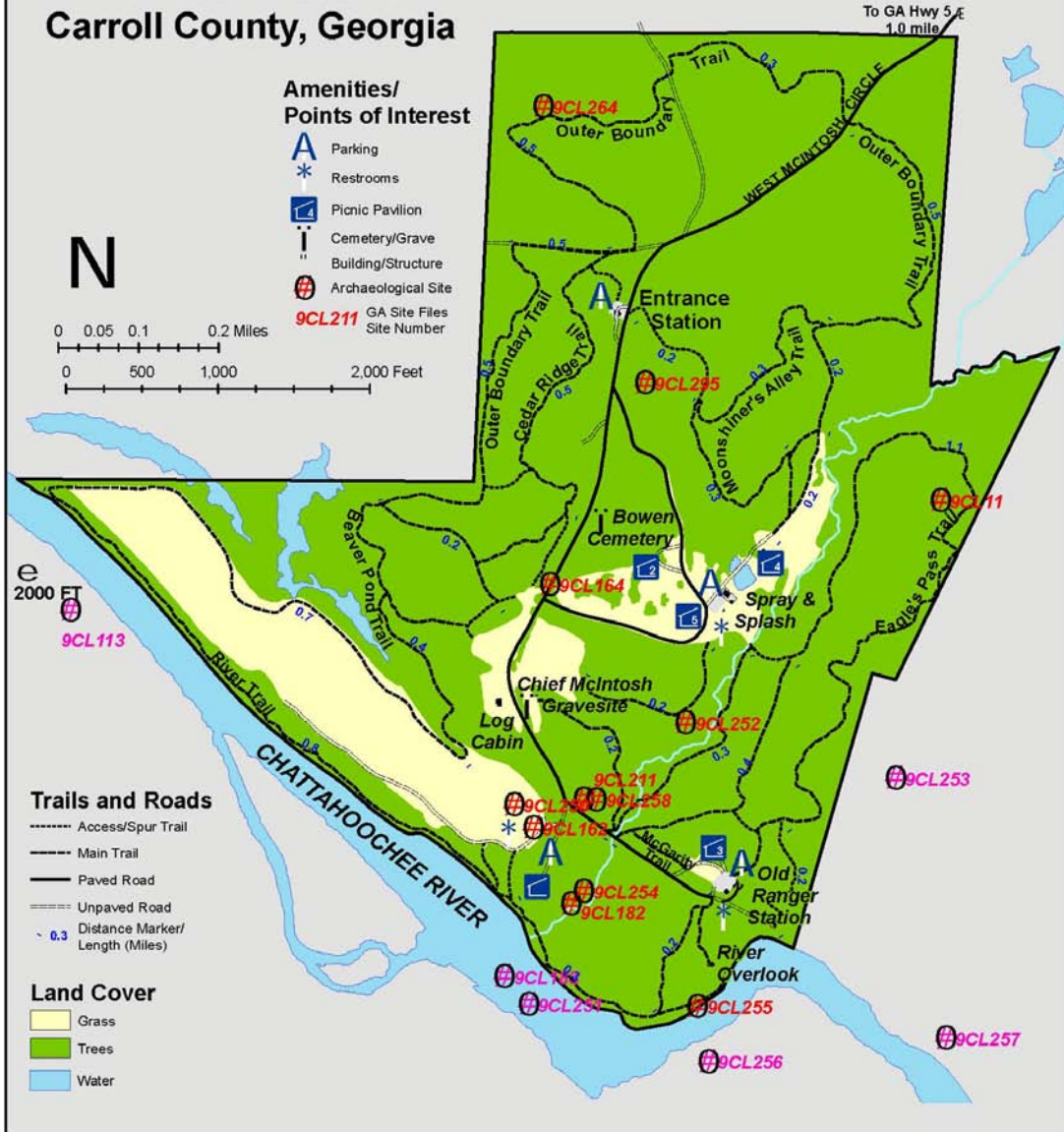


Exhibit A

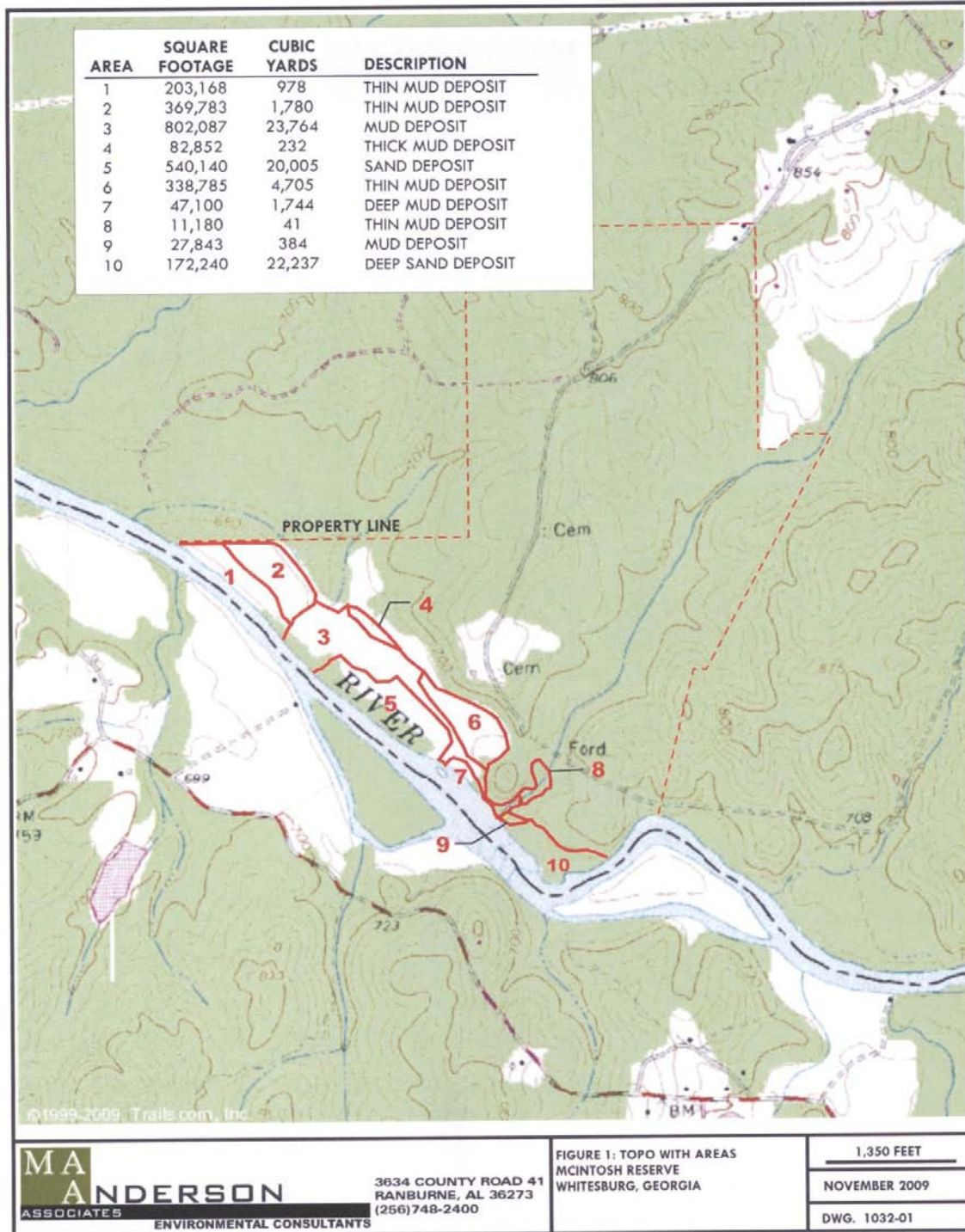


Exhibit B

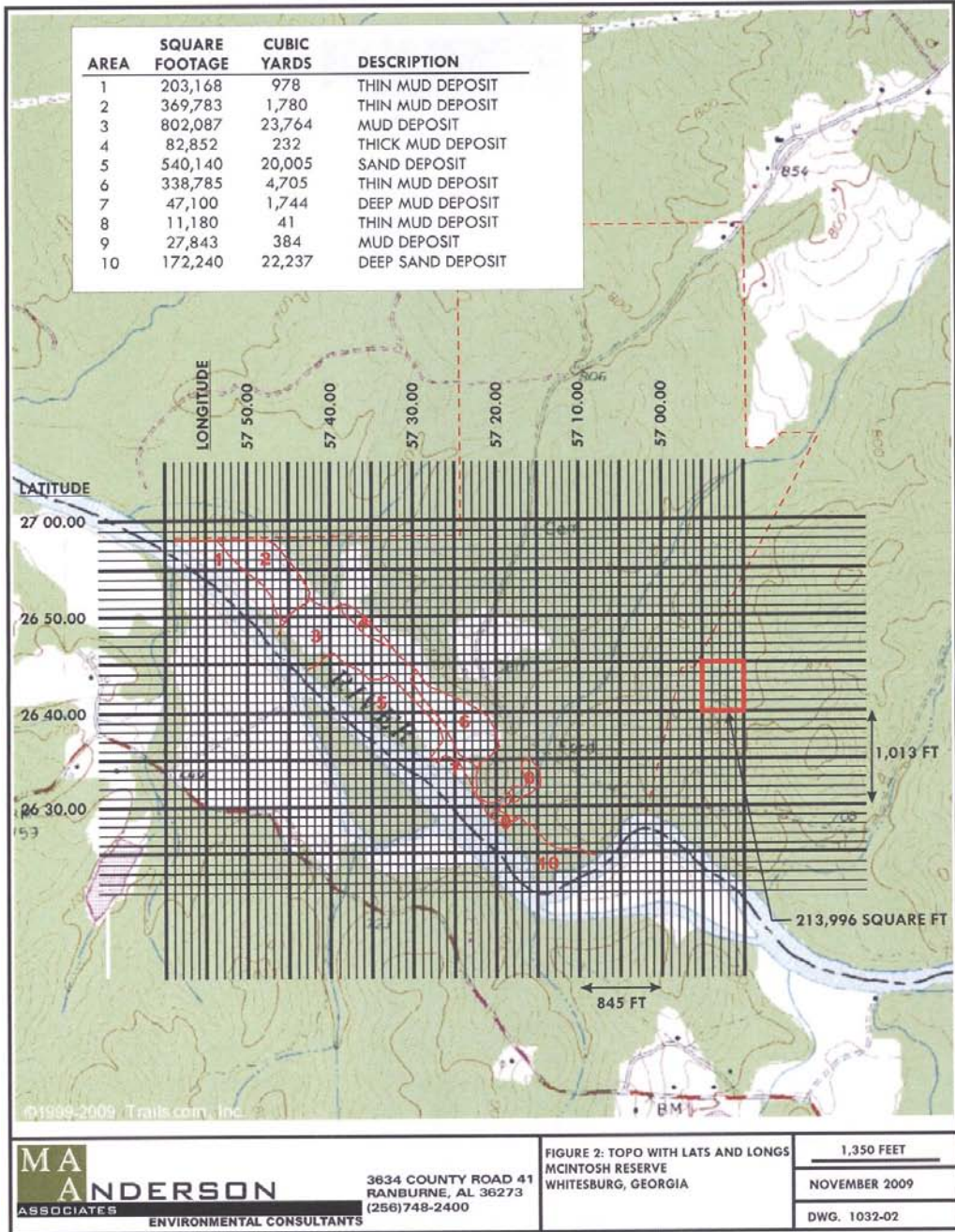


Exhibit C

**BID FORM FOR SOLICITATION (10-A016)**

I have received and reviewed FLOOD AND STORM DAMAGE REPAIRS/CLEAN-UP AT MCINTOSH RESERVE PARK (Solicitation No 10-A016) INITIAL \_\_\_\_\_

I have also received the following addenda and have included their provisions in my bid:

ADDENDUM	DATE	INITIALS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Company Ownership: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

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

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: \_\_\_\_\_

EXHIBIT D

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

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

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

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

**BASE BID (LUMP SUM)**

\_\_\_\_\_  
\_\_\_\_\_ dollars ( \$ \_\_\_\_\_ )

**PROJECT DURATION**

\_\_\_\_\_

**START DATE**

\_\_\_\_\_

**CARROLL COUNTY BOARD OF COMMISSIONERS**

**CONTRACTOR'S ACKNOWLEDGEMENT OF COMPLIANCE WITH  
INSURANCE/BID BOND/PERFORMANCE BOND REQUIREMENTS  
FOR FLOOD AND STORM DAMAGE REPAIRS/CLEAN-UP AT  
MCINTOSH RESERVE PARK  
Solicitation No. (10-A016)**

Contractor agrees, acknowledges and is fully aware of the INSURANCE/BID BOND/PERFORMANCE BOND requirements as specified in the Request for Proposal for Flood and Storm Damage Repairs/Clean-up at McIntosh Reserve Park, 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 proposal.**

**CARROLL COUNTY BOARD OF COMMISSIONERS**

**CERTIFICATION OF QUALIFICATIONS**  
**Solicitation No (10-A016)**

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 April 1, 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 April 1, 2010.
5. The proposal shall be valid for 60 days from April 15, 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-A016 – Flood and Storm Damage Repairs/Clean-Up at McIntosh Reserve Park** 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)**  
**Solicitation No. (10-A016) – FLOOD AND STORM DAMAGE REPAIRS/CLEAN-UP AT**  
**MCINTOSH RESERVE PARK**

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-A016 – FLOOD AND STORM DAMAGE REPAIRS/CLEAN-UP AT MCINTOSH  
RESERVE PARK**

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:  
  
\_\_\_\_\_